



0 0001 00198171 9

NOV 20 1984

Pennsylvania Community Plan For Promoting The Employment Of The Handicapped



The Governor's Committee
On
Employment Of The Handicapped
Harrisburg, Pennsylvania

STATE LIBRARY OF PENNSYLVANIA
DOCUMENTS SECTION

PY H2367.2
P415c

June, 1962

~~Department of Community Affairs~~
~~Commonwealth of Pennsylvania~~

T A B L E O F C O N T E N T S

| | Page |
|--|------|
| I INTRODUCTION | 1 |
| II OBJECTIVES | 1 |
| III ORGANIZATION OF COMMUNITY COMMITTEES | 1 |
| IV ACTIVITIES | 4 |
| V SUB-COMMITTEES | 5 |
| VI YEAR-ROUND FUNCTIONING | 10 |
| VII REPORTING | 10 |
| VIII CONTACTS WITH GOVERNOR'S COMMITTEE | 11 |
| IX CONTESTS IN HIGH SCHOOLS IN PENNSYLVANIA | 11 |
| X INSTRUCTIONS FOR NATIONAL "ABILITY COUNTS" CONTEST IN PENNSYLVANIA | 13 |
| XI INSTRUCTIONS FOR ANNUAL POSTER CONTEST IN PENNSYLVANIA | 15 |
| XII AWARDS OF THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED | 18 |
| XIII AWARDS OF THE GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED | 18 |
| XIV EMPLOYER'S MERIT AWARD | 20 |
| XV CITATION FOR MERITORIOUS SERVICE | 23 |
| XVI PRESIDENT'S TROPHY - HANDICAPPED AMERICAN OF THE YEAR GOVERNOR'S AWARD - HANDICAPPED PENNSYLVANIAN OF THE YEAR | 25 |
| XVII DISTINGUISHED SERVICE AWARD | 27 |
| XVIII PUBLIC PERSONNEL AWARD | 28 |
| XIX PHYSICIAN'S AWARD (President's Committee) PENNSYLVANIA PHYSICIAN OF THE YEAR (Governor's Committee) | 29 |
| XX EMPLOYER OF THE YEAR AWARD (President's Committee) PENNSYLVANIA EMPLOYER OF THE YEAR (Governor's Committee) | 31 |



03-47-420-2

| | | Page |
|-------|---|------|
| XXI | EXPOSITIONS | 32 |
| XXII | EMPLOYER-APPLICANT CLINICS | 34 |
| XXIII | INSTITUTES | 39 |
| XXIV | SUGGESTED BY-LAWS FOR LOCAL COMMUNITY COMMITTEES ON EMPLOYMENT OF THE HANDICAPPED | 54 |
| XXV | CALENDAR OF ACTIVITIES FOR LOCAL COMMUNITY COMMITTEES ON EMPLOYMENT OF THE HANDICAPPED | 59 |
| XXVI | FORMAT FOR REPORTING LOCAL COMMUNITY COMMITTEE ACTIVITIES, INCLUDING NEPH WEEK | 62 |

PY H2367.2 P415c
 Pennsylvania. Governor's
 Committee on Employment o
 Pennsylvania community pla
 for promoting the
 PY H2367.2 P415c
 Pennsylvania. Governor's

PENNSYLVANIA COMMUNITY PLAN

FOR

PROMOTING THE EMPLOYMENT OF THE HANDICAPPED

I INTRODUCTION

Successful rehabilitation and employment of our handicapped people require national, state, and community joint efforts, with particular emphasis on COMMUNITY ACTION and YEAR-ROUND OPERATION. It is in the community where most of the rehabilitation and employment problems originate, and it is in the community where they must be resolved.

With this in mind, the Pennsylvania Community Plan has been designed as a permanent guide for the year-round promotion of job opportunities for the handicapped. Special activities during NEPH Week (the first full week in October) also have been highlighted in the Plan.

II OBJECTIVES

The program objectives of the Pennsylvania Community Plan for Promoting the Employment of the Handicapped are as follows:

1. To promote a better public understanding of the outstanding performance of handicapped workers when properly placed.
2. To promote increased employment, on a year-round basis, of handicapped workers, as well as the retention and advancement of those already employed.
3. To develop a better understanding by the handicapped of rehabilitation, training, and placement services available to them and to encourage them to use those services.
4. To encourage and assist Local Community Committees to carry out a program which will make these objectives effective.

III ORGANIZATION OF COMMUNITY COMMITTEES

Each community in the Commonwealth should have a continuing program for stimulating year-round activity for promoting employment of the handicapped within its area, and in the observance of NEPH Week. The local office of the Pennsylvania State Employment Service will be the central point in the community for organizing and conducting such a program.

The manager of each local office of the Pennsylvania State Employment Service has instructions to take the initiative, and assist in organizing or reorganizing a representative Community Committee to plan and carry out the program in his area. Geographic coverage by the Committee will usually be the same as the area covered by the local employment office.

In order to obtain maximum community interest and participation, the Committee should be all-inclusive of employer and labor groups, and of interested agencies, organizations, and individuals active within the community. The Committee is free to adapt its size, composition, and program to its own community pattern.

A. Functions

The general functions of the Committee will be to:

1. Stimulate local community interest by securing active participation by employer, labor, and other pertinent community groups.
2. Coordinate all activities planned and carried out by member organizations and individuals, and by other community organizations with respect to rehabilitation and employment of the handicapped.
3. Serve as an information exchange on such activities.
4. Act as a clearing house for all incoming publicity materials distributed from the national or state levels.

B. Composition

It is recommended that as a minimum the Local Committee should consist of representative members from each of the following groups:

1. Business and Industry - Such as Chamber of Commerce, Junior Chamber of Commerce, Manufacturers Associations, Trade Associations, Personnel Management Groups, and Foremen Clubs.
2. Labor Unions - Such as affiliates of AFL-CIO, United Mine Workers of America, International Association of Machinists and other independent unions, Railroad Brotherhoods, etc.
3. Veterans Organizations - Such as American Legion, Veterans of Foreign Wars, AMVETS, Disabled American Veterans, and the Military Order of the Purple Heart.
4. Government Agencies - Such as Pennsylvania State Employment Service, Veterans Employment Service, Veterans Administration, Bureau of Rehabilitation, Office for the Blind, Office of Mental Health, County Boards of Assistance, etc.
5. Volunteer Community Organizations - Such as Council of Social Agencies, Society for Crippled Children and Adults, Foundation for Infantile Paralysis, Heart Association, Tuberculosis and Health Society, Cerebral Palsy Association, Association for the Blind, Hard of Hearing Groups, Mental Health Groups, Goodwill Industries, American Red Cross, American Federation of the Physically Handicapped, etc.

6. Fraternal Organizations - Such as Loyal Order of Moose, Fraternal Order of Eagles, B P O Elks, Masonic Organizations, Knights of Columbus, etc.
7. Service Clubs - Such as Rotary, Lions, Women's Clubs, Kiwanis, Exchange, Soroptomist, etc.
8. Medical and Allied Groups - Such as county medical societies, industrial and other interested physicians, hospitals, clinics, and nursing groups.
9. Religious Groups - Including denominational, interdenominational, and inter-faith groups, and outstanding individuals representative of the various faiths.
10. Educators - Including public, private, and parochial schools, colleges and universities, and educational associations and groups.
11. Communications Media - Such as newspapers, magazines, radio stations, television stations, public relations and advertising organizations, and motion picture theatres.

In addition, the Committee should include representatives of other public and private organizations, as well as private individuals, interested in promoting the rehabilitation and employment of handicapped persons.

C. Name of Committee

It is recommended that each Local Committee be named "(Name of area) Committee on Employment of the Handicapped," as, for example, "Germantown Committee on Employment of the Handicapped" or "Lycoming County Committee on Employment of the Handicapped."

All Local Committees listed in the Annual Report of Pennsylvania Activities on Employment of the Handicapped shall be considered approved and affiliated with the Governor's Committee as long as they conduct activities in accordance with the Pennsylvania Community Plan.

Any new Local Committees not included in that list must submit to the Governor's Committee (1) their plan of organization, (2) date of organization, (3) list of officers and members, (4) geographic area covered by the Committee, and (5) activity plans.

Each Local Committee approved by the Governor's Committee may add to its name, "Affiliated with Pennsylvania Governor's Committee on Employment of the Handicapped."

D. By-Laws

It is recommended that each Local Committee prepare and adopt appropriate by-laws outlining its functions and responsibilities, as well as rules to govern its activities on a year-round basis. Suggested by-laws which are designed to serve as a guide in this connection are included as part of this Plan. (See XXIV.)

E. Reporting of Officers and Members

Each Local Committee is to submit each year to the Governor's Committee a list of its officers and members, and the following information concerning each: Name, Title and Organization, Mailing Address. This information is to be sent to the Executive Secretary of the Governor's Committee on Employment of the Handicapped, Labor and Industry Building, Harrisburg, Pa. by no later than September 1.

Each Local Committee will keep the Executive Secretary of the Governor's Committee informed concerning any changes in officers that might occur subsequent to the mailing of this list.

IV ACTIVITIES

Among activities that may be carried out by each Local Committee are:

1. Reviewing projects designed to identify and locate handicapped persons requiring rehabilitation and/or placement assistance, and determining adequacy of the community's vocational training and other facilities to meet those needs.
2. Publicizing, throughout the year, the employment problems of the handicapped, the qualifications they possess, efforts being made to solve their problems, and specific activities of the Committee in this connection.
3. Setting up conferences to bring together representatives of management and labor in the local area, and representatives of government, volunteer groups, and community representatives, to enter into free discussion dealing with day-to-day problems encountered in the local area in the placement of handicapped persons, and endeavoring to find a practical starting point for their solution.
4. Preparing profiles of handicapped workers seeking employment, publicizing them through various media, and distributing them to local employers who may be in a position to provide job opportunities to coincide with their qualifications and physical abilities.
5. Conducting regularly scheduled clinics or panels to determine how individual handicapped persons may be best prepared for employment and assisted in obtaining suitable work.
6. Regular scheduling of special contacts with employers to promote the employment of hard-to-place handicapped workers or other special cases brought to the attention of the Committee.
7. Promoting the establishment of more adequate facilities needed, including vocational training facilities and sheltered workshops.

8. Participating in national, state, and community efforts to stimulate safety and to prevent disabilities.
9. Actively promoting the annual "Ability Counts" and Poster Contests.
10. Planning and carrying out an effective observance of National Employ the Physically Handicapped Week in its area.
11. Recommending employers, individuals, and organizations to receive awards from the President's and Governor's Committees, and the presentation of awards in public ceremonies.

Each Committee should examine carefully all activities listed above and plan to carry them out in a manner that will best serve the needs of the community. Other activities may be engaged in if they contribute to the major objective of the Committee--to promote the rehabilitation and employment of the handicapped within their respective areas.

V SUB-COMMITTEES

More effective work generally can be done when several persons are assigned responsibility for a specific function than when it is assigned to only one individual.

It is recommended that in larger communities each Local Committee be divided into sub-committees headed by chairmen appointed by the Committee Chairman, and consisting of members who are especially interested or especially qualified to engage in the particular activities involved.

The following sub-committees are suggested: Publicity, Contests, Contact, Speakers, Research, Special Events, Employer Panels, Awards, and such other sub-committees as the Local Chairman may deem advisable.

The functions of these sub-committees are as follows:

A. Publicity

Publicity should be given on a continuous basis throughout the year to the problems of the handicapped, their qualifications for employment, the assistance they need in order to take their place as self-supporting citizens, and the efforts of the Community Committee and member organizations to overcome their problems. The publicity should be intensified immediately preceding and during NEPH Week.

Specific functions suggested for the Publicity Committee are:

1. Contact appropriate publicity media, including newspapers, periodicals, special publications, radio, television, theatres, to enlist their support and help to insure broad public understanding of the employment problems of the handicapped.
2. Coordinate arrangements for information activities so that individual groups or agencies will not be competing for available space or time.

3. Arrange specific information activities with newspapers and other publications preceding and during NEPH Week, as well as during the rest of the year.
 - (a) News releases:
 - Announcement of the Program for NEPH Week and for other periods of special activity during the year
 - Stories on the number of handicapped in the community
 - Stories on numbers and kinds of jobs to be filled
 - Stories on plans of rehabilitation and placement agencies, veterans organizations, and other public and private groups assisting handicapped persons
 - (b) Press interviews:
 - With representatives of social service agencies dealing with handicapped persons
 - With representatives of sheltered workshops
 - Jointly with individual employers and the unions in their establishments
 - With safety specialists and medical experts
 - With individual handicapped persons
 - (c) Human interest stories:
 - Handicapped persons at work
 - Handicapped persons available for employment
 - Records of handicapped persons showing that they are efficient workers
 - Firms which employ handicapped workers and what they have discovered about their abilities and on-the-job production.
 - (d) Editorials -- Editors may be supplied facts for editorials.
4. Solicit newspaper advertising either through newspapers or local trade or civic organizations. This advertising might include:
 - (a) Sponsored full, half, or quarter page (or less) in daily or weekly papers
 - (b) Slogan inserts or boxes in other advertisements
 - (c) Mats for drop-ins or sponsored display advertisements

5. Arrange for radio and television broadcasts. Such arrangements should include:
 - (a) Spot announcements
 - (b) Slides
 - (c) Transcriptions
 - (d) Films
 - (e) Talks, panel discussions, interviews, or other live programs.
 - (f) Mention of the NEPH Week Program and other activities in behalf of the handicapped on regular broadcasts
6. Book showings of 16 mm. films before community groups, and theatrical showings of 35 mm. films if available.
7. Review, select, allocate, and distribute printed informational materials. This may include arranging for distribution over the counter, by direct mail, at various meetings, door to door by Boy Scouts or other organizations, or by enclosure with utility and other regularly mailed bills.
8. When feasible, publish a periodic news letter or bulletin, addressed particularly to employers and to publicity media, presenting up-to-date news concerning the handicapped problem, action being taken in the community, and the qualifications of specific handicapped individuals seeking employment.
9. Solicit prominent space and locations and make the necessary arrangements for the display of posters, placards, and streamers in public buildings, on buses, street cars, trucks, in store windows, and in other public places.
10. Arrange for demonstrations by handicapped workers and for special exhibits in department stores, theatre lobbies, store windows, etc. of charts, photographs, products made by the handicapped.

The observance of NEPH Week lends itself to this type of publicity, and full advantage should be taken of this opportunity to bring the story of the handicapped before the public.

It is recommended that publicity preceding NEPH Week be carefully controlled so that the drive does not lose its punch during the Week. Advance publicity should be sparing, and generally should not be released before September 15.

It is requested that Local Committees submit to the Secretary of the Governor's Committee any unusual stories suitable for statewide publicity.

B. Contact

Arrange for various special sub-committees to perform different contact functions such as:

1. Contact, in a group, the Mayor, Burgess, County Commissioners, or other appropriate local officials to solicit a Proclamation of NEPH Week. A pattern proclamation should be suggested.
2. Contact ministers, priests, and rabbis suggesting appropriate pulpit announcements and bulletins before and during NEPH Week and at other periods during the year.
3. Contact employer groups, labor groups, civic, business, veteran, church, farm, women's and other organizations to obtain participation in the NEPH campaign, and to assist in other activities of the Committee during the year.
4. Contact public, parochial, and private schools to secure their cooperation in publicizing NEPH Week and the problems of the handicapped throughout the year, through student forums, class discussions, and other similar activities. Discuss possibility of including the story of handicapped workers in appropriate school courses.
5. Contact individual employers to promote the hiring of handicapped workers. This should be done preferably by fellow employers who have successfully used handicapped workers.

C. Speakers

1. Organize a speakers' pool for local engagements and select and suggest appropriate speech materials.
2. Book speaking engagements before various community organizations, groups, clubs, etc., preceding and during NEPH Week and also at other suitable times throughout the year.
3. Contact the Governor's Committee for speakers for outstanding community affairs.

D. Employer Panel

Schedule and conduct employer-applicant clinics, also sometimes known as employer panels, in accordance with guidelines prescribed by the Governor's Committee. (See XXII.)

E. Contests

In cooperation with local schools and other interested organizations, arrange and conduct the National "Ability Counts" (reporting) and State Poster Contests designed to publicize the qualifications of the handicapped.

F. Research

1. Conduct surveys of handicapped persons needing rehabilitation and/or placement assistance, and specific types of services needed.
2. Conduct surveys of job opportunities needed for present unemployed handicapped workers and possible means of assisting in meeting their needs.
3. Conduct surveys of community facilities available to meet needs of handicapped, and additional facilities needed.
4. Conduct surveys of vocational training facilities available for the handicapped and additional training facilities needed.
5. Determine need for sheltered workshops for handicapped workers unable to compete in open labor market and develop plans for establishing such workshops.
6. Develop information on cost of rehabilitation and placement of handicapped in suitable employment, and savings in public funds as a result of their becoming self-supporting.
7. Develop reference material for use by entrants in "Ability Counts" Contest.
8. Assist schools and colleges in preparing suitable text and training materials concerning the handicapped, for use in school courses.
9. Arrange for special shelves in public libraries featuring books about the handicapped.

G. Awards

Select and refer to the full Local Committee:

- (a) Employers in the community who should be recommended for the Employers Merit Award
- (b) Individuals, groups, and organizations who should be recommended for the Citation for Meritorious Service
- (c) An outstanding person in the community for the "Handicapped Pennsylvanian of the Year" award
- (d) A local physician who has made exceptional contributions toward facilitating suitable employment of the handicapped, for the "Pennsylvania Physician of the Year" award
- (e) Persons for any other pertinent citations or awards, in accordance with standards of procedure developed by both the President's and Governor's Committees.

H. Special Events

1. Arrange for "open house" meetings or group visitations at sheltered workshops, associations for the blind, or other community agencies engaged in the placement, training, and employment of the handicapped.
2. Arrange for luncheons, dinners, parades, and other special events connected with the observance of NEPH Week, and other activities at various times throughout the year which are designed to promote the employment of the handicapped.
3. Plan suitable ceremonies for the presentation of citations and awards.
4. Arrange for and conduct management-labor institutes, panel discussions, public forums and special meetings. Guidelines for conducting an institute developed by the Governor's Committee are found in Section XXIII.

VI YEAR-ROUND FUNCTIONING

All Local Committees are urged to function as permanent Community Committees throughout the year, in order to promote the employment of handicapped workers as a continuing active community program.

Meetings of sub-committees should be held throughout the year, as often as may be necessary to carry out the functions assigned to them. Meetings of the full Committee should be held frequently during the year, in addition to the meetings dealing specifically with NEPH Week plans and activities.

Local Committees are requested to inform the Governor's Committee periodically of outstanding activities engaged in during the year, and their results.

VII REPORTING

Immediately following NEPH Week, the Committee Chairman will call a full Committee meeting, at which each sub-committee will give a complete summary of its activities throughout the year since the previous NEPH Week. These reports will be consolidated into a composite report and a copy transmitted to each Local Committee member. Two copies are to be submitted to the Governor's Committee by no later than November 15 of each year.

In order to assure uniformity in reporting local community activities, the Governor's Committee has designed the "Format for Reporting Local Community Committee Year-Round EH Activities". It is important that the headings and other phases of this format be carefully followed by all Local Community Committees in order that an adequate consolidated State report may be readily prepared for forwarding both to the President's Committee and national offices of member state and federal agencies.

Accompanying the Local Committee report should be copies of significant publicity material developed at the local level, including copies of original radio scripts, photographs, posters, leaflets, letters, editorials, and clippings of unusual news stories, feature stories, and advertisements. Particular attention should be given to securing and forwarding glossy photographs pertinent to the program for transmittal to Washington.

VIII CONTACTS WITH GOVERNOR'S COMMITTEE

All Local Committees should notify the Governor's Committee when they are having meetings so that the Governor's Committee may send a representative to participate.

Local Committees are invited to call upon the Governor's Committee in connection with any problem where it is felt that the Governor's Committee may be of assistance.

Reports and other communications directed to the Governor's Committee should be mailed to the Executive Secretary, Governor's Committee on Employment of the Handicapped, c/o Pennsylvania State Employment Service, 7th and Forster Streets, Harrisburg, Pa.

IX CONTESTS IN HIGH SCHOOLS IN PENNSYLVANIA

The Governor's Committee cooperates with the President's Committee in sponsoring and conducting an annual "Ability Counts" (reporting) Contest in Pennsylvania. It also sponsors and conducts a Poster Contest in connection with the employ-the-handicapped program on a strictly local and State basis.

The purpose of these contests is to stimulate interest among high school students in the problems of the handicapped, since the students eventually will be the co-workers and, in some cases, the employers of handicapped persons.

The contests also have a more immediate purpose in that the reports and posters serve as excellent promotional media for use during NEPH Week as well as at other times of the year. Moreover, students, in the course of preparing their material, converse with others concerning this subject and thereby create a greater public interest in the problem.

Publicity regarding the contests also serves to focus the attention of the public on employment of the handicapped during times of the year other than NEPH Week.

The "Ability Counts" Contest is nationwide in scope, while the Poster Contest is a Pennsylvania project.

Prizes to be awarded each year are included in the Contest Announcements for the particular year.

A. "Ability Counts" Contest

Eleventh and twelfth grade students in public, parochial, and private high schools are eligible to participate in the State and National "Ability Counts" Contest.

This is a reporting contest, and the subject changes each year, but is announced far enough in advance for proper promotion and participation. The contest begins in Pennsylvania on November 1 and closes January 31.

Prizes to be awarded in 1962 are as follows:

President's Committee

First - \$1000; second - \$600; third - \$400; fourth - \$300; fifth - \$200. The national organization of the Disabled American Veterans will provide these prizes.

In addition, each first-place State winner will receive free transportation to Washington, D. C. and return, plus a \$100 expense check. The transportation costs and expenses will be provided by the AFL-CIO. The President's Committee will award plaques to the high schools of the five national winners, and Certificates of Merit signed for the President of the United States to the five State winners.

Governor's Committee

First - \$200; second - \$150; third - \$100; fourth - \$75; fifth - \$50. The Pennsylvania State Aerie - Fraternal Order of Eagles, will provide these prizes.

The first-place State "Ability Counts" Contest winner also will receive a four-year gubernatorial scholarship to one of the following universities - Pennsylvania State University, Temple University, University of Pittsburgh.

In addition, Certificates of Merit signed by the Governor will be awarded to the five State winners.

Awarding of prizes at the local level is encouraged, and is practiced in most communities.

The first-place report in Pennsylvania will be forwarded to the President's Committee for entry in the national contest.

B. Poster Contest

Tenth, eleventh, and twelfth grade students in public, parochial, and private high schools are eligible to participate in the State Poster Contest which takes place yearly during the period November 1 through February 28. The subject may vary slightly from year to year, but generally speaking it relates to the advantages to be gained by hiring handicapped persons because of their abilities.

Prizes to be awarded in 1962 are as follows:

Governor's Committee

First - \$200; second - \$150; third - \$100; fourth - \$75; fifth - \$50. The Pennsylvania Moose Association will provide these prizes. Certificates of Merit from both the President's and Governor's Committees also will be awarded to each of the five winners.

Most communities provide prizes for winners at the local level.

X INSTRUCTIONS FOR NATIONAL "ABILITY COUNTS" CONTEST IN PENNSYLVANIA

The plan of operation for Pennsylvania's participation in the National "Ability Counts" Contest, developed by the Governor's Committee on Employment of the Handicapped, is as follows:

A. Designation of Sub-Committee

Each Local Community Committee should designate an existing sub-committee to handle local arrangements for the reporting contest, and the members of this sub-committee should make the contacts with school authorities.

B. Contacts with Schools

Local Community Committees will be responsible for contacting all public, private, and parochial high schools in their area in order to make the necessary arrangements for conducting the contest.

It is suggested that a preliminary contact be made with the schools early in the school year to solicit their cooperation, with the understanding that a later contact will be made when the Contest Rules and other information are received from the Governor's Committee.

C. Contest Announcements

A supply of contest announcements prepared by the Governor's Committee, which lists the "Contest Rules," will be sent yearly to each district and local office of the Pennsylvania State Employment Service. Arrangements should be made for the prominent display of this material on bulletin boards in high schools in the area covered by the Local Committee, and for distribution by English teachers to interested students.

In addition, a supply of the announcement issued by the President's Committee will be sent to each local and district office for the information of the Local Community Committee.

D. Publicity

Local Community Committees should publicize the contest as widely as possible through press, radio, television, and other appropriate channels. An initial announcement should be released immediately after arrangements are completed with the schools. Follow-up stories during November, December, and January will help to maintain interest in the program. Announcement of the local prize winning report or reports should be released promptly to the press, radio, and television. In many cases newspapers will be glad to cooperate by publicizing the winning reports. Due credit should be given to donors of prizes in publicity releases.

Motion picture films concerning the employment of the handicapped should be utilized to the fullest possible extent in the assemblies of the various high schools, particularly prior to or during the contest.

E. Submittal of Reports by Schools

Each school may make a preliminary selection of the reports written and submit the better ones to the Local Community Committee for judging, or it may submit all its entries depending upon the rules established by the Local Committee.

F. Selection of Local Winners

The Local Community Committee shall be responsible for judging the reports and selecting one area winner, which is to be submitted to the Governor's Committee for statewide competition. The Governor's Committee will not accept more than one report from any one Community Committee, and in the event of a tie resulting it should be broken at the local level. Additional winners may be named by the Community Committee to receive appropriate local awards or recognition.

The Local Community Committee may do the judging and selection of local winner(s) or set up a special committee of judges. Judging is to be done anonymously, and the authors made known only after it is completed.

G. Judging Standards

As a guide for judges, it is suggested that major credit be given for significance of content, evidence of research, originality, impact, organization, clarity of expression, and neatness.

H. Date Due

The winning reports submitted by Local Community Committees must be mailed no later than February 16 to the Executive Secretary, Governor's Committee on Employment of the Handicapped, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pa. This instruction is important because any entry submitted after that date will be too late to receive consideration for judging by the State Committee. The State winners will be announced by March 15.

I. Local Report on Contest

Each Local Community Committee, when submitting its winning report, should report the following information:

- (a) The number of public, parochial, and private schools in the area.
- (b) The number of schools contacted.
- (c) The name and address of each school having students competing, and the names of the principal and faculty member handling the contest in the school.
- (d) The total number of reports actually written (regardless of number submitted to the Local Committee).
- (e) The number and type of local prizes awarded.

J. Presentation of Awards

It is recommended that local awards for the best local report or reports be presented to the winning students at high school assemblies or other suitable public gatherings, such as luncheons or dinners, which can be arranged and sponsored in conjunction with local civic groups, fraternal organizations, or service clubs.

XI INSTRUCTIONS FOR ANNUAL POSTER CONTEST IN PENNSYLVANIA

The plan of operation for Pennsylvania's participation in this contest, developed by the Governor's Committee on Employment of the Handicapped, is as follows:

A. Designation of Sub-Committee

Each Local Community Committee should designate an existing sub-committee to handle local arrangements for the contest, and the members of this sub-committee should make the contacts with school authorities.

B. Contacts with Schools

Local Community Committees will be responsible for contacting all public, private, and parochial high schools in their areas in order to make the necessary arrangements for conducting the contest.

It is suggested that the Poster Contest be discussed and the co-operation of schools solicited at the same time contacts are made on the "Ability Counts" Contest.

C. Contest Announcements

A supply of contest announcements, which list the "Contest Rules," will be sent yearly to each district and local office of the Pennsylvania State Employment Service. Arrangements should be made for the prominent display of this material on bulletin boards in public, private, and parochial high schools in the area covered by the Local Committee, and for distribution to interested students by the art teachers.

D. Publicity

Local Community Committees should publicize the contest as widely as possible through press, radio, television, and other appropriate channels. An initial announcement should be released immediately after arrangements are completed with the schools. Follow-up stories from November through February will help to maintain interest in the program. Announcement of the local prize-winning poster or posters should be released promptly to the press, radio, and television. In many cases newspapers will be glad to cooperate by publicizing the winning poster or posters. Due credit should be given to donors of prizes in publicity releases.

Motion picture films concerning the employment of the handicapped should be utilized to the fullest possible extent in the assemblies of the various high schools, particularly prior to or during the contest.

E. Submittal of Posters by Schools

Each school may make a preliminary selection of the posters prepared and submit the better ones to the Local Community Committee for judging, or it may submit all its entries to the Local Community Committee, depending upon the rules established by the Local Committee.

F. Selection of Local Winners

The Local Community Committee shall be responsible for judging the posters and selecting one winning poster for its area, which is to be submitted to the Governor's Committee for statewide competition. The Governor's Committee will not accept more than one poster from any one area. Therefore, if there should be a tie it should be broken at the local level. Of course, additional local winners may be chosen by the Community Committee to receive local awards or recognition.

The Local Community Committee may judge and select the local winner(s) or set up a special committee of judges. Judging is to be done anonymously and the artists made known only after it is completed.

G. Judging Standards

Up to 50 points are to be given for appeal and the force with which the poster carries out the theme. (Quality of lettering is to be considered.)

Up to 25 points are to be given for originality, 15 points for artistic arrangement, and 10 points for neatness.

H. Date Due

The winning posters submitted by Local Community Committees must be mailed no later than March 15 to the Executive Secretary, Governor's Committee on Employment of the Handicapped, Labor and Industry Building, Seventh and Forster Streets, Harrisburg, Pa. This instruction is important because any posters mailed after that date will be too late to be entered for judging by the State Committee. The State winners will be announced by March 31.

I. Local Report on Contest

Each Local Community Committee, when submitting its winning poster, should report the following information:

- (a) The number of public, private, and parochial high schools in the area.
- (b) The number of schools contacted.

- (c) The name and address of each school having students competing, and the names of the principal and faculty member handling the contest in the school.
- (d) The total number of posters prepared according to the rules (regardless of number submitted to the Local Committee).
- (e) The number and type of local prizes awarded.

J. Presentation of Awards

It is recommended that local awards for the best poster or posters be presented to the winning students at high school assemblies or other suitable public gatherings, such as luncheons or dinners, which can be arranged and sponsored in conjunction with local civic groups, fraternal organizations, or service clubs.

K. Use of Posters

The first-place posters submitted by Local Community Committees to the Governor's Committee for entry in the statewide contest will not be returned. The Pennsylvania Bankers Association has been sponsoring tours of the winning posters for display in leading banks in towns and cities of the Commonwealth. It is suggested that other posters produced locally which are worthy of display be used locally during the following NEPH Week or at other suitable times, as a means of stimulating interest in the employment of the handicapped.

XII AWARDS OF THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

The President's Committee on Employment of the Handicapped sponsors an awards program through which outstanding achievements of employers, organizations, and individuals in behalf of handicapped workers may be recognized.

This program is operated basically through Governor's and Local Community Committees on Employment of the Handicapped. Recommendations for the awards originate in the Local and State Committees, and the awards are granted by the President's Committee. By this means, the awards emanate from a local source (community or state level) and yet carry the prestige of national recognition.

The standards for nomination are flexible enough to meet local situations, yet are sufficiently rigid to require an employer, organization, or individual to "earn" the award by action or service.

A. Types of Awards

1. Employer's Merit Award
2. Citation for Meritorious Service
3. President's Trophy
4. Distinguished Service Award
5. Public Personnel Award
6. Physician's Award
7. Employer of the Year

B. Pennsylvania Participation

The Governor's Committee in Pennsylvania has agreed to cooperate with the President's Committee with respect to each of the foregoing awards. All Local Community Committees in Pennsylvania are requested to participate in the awards program by recommending to the Governor's Committee individuals, employers, organizations, or groups which are considered worthy of recognition and meet the criteria set forth in the following paragraphs.

XIII AWARDS OF THE GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

In addition to cooperating with and implementing the awards program of the President's Committee, the Pennsylvania Governor's Committee on Employment of the Handicapped engages in an independent program of awards presentations to honor Pennsylvanians who have cooperated with the State program in an outstanding manner.

A. Types of Awards

1. Handicapped Pennsylvanian of the Year
2. Pennsylvania Physician of the Year
3. Pennsylvania Employer of the Year

As in the case of the President's Committee awards, in most instances the action originates at the Local Community Committee level, where the nominations are made.

These State awards, which paralleled the national honors of the President's Committee, are described--with criteria and rules-- in the paragraphs which follow.

XIV EMPLOYER'S MERIT AWARD

The Employer's Merit Award is conferred by the President's Committee on Employment of the Handicapped, on recommendation of the Governor's Committee and Local Community Committees, upon any employer, corporation, or other business agency or establishment that has an exceptional record of employing the handicapped. The purpose is to recognize publicly those employers who utilize handicapped workers throughout their total labor force. It is hoped that through such recognition other employers will become interested, with the result that they also will remove employment barriers in their businesses and give equal opportunity to handicapped workers.

A. The Award

The award is an engraved parchment certificate suitable for framing, with the President's Committee seal affixed. It bears the name of the recipient, and is signed for the President of the United States by the Chairman of the President's Committee, and for the Governor by the State Chairman of the Governor's Committee on Employment of the Handicapped.

B. Criteria

Among the elements constituting eligibility for the Employer's Merit Award are:

1. Management policies directed to provide equal opportunity to the qualified handicapped both in the hiring of new workers and re-hiring of furloughed employees.
2. Ample opportunity for transfer, promotion, and retention of handicapped employees.
3. Proper matching of capacities of the handicapped with the requirements of the job,
4. Employment of handicapped workers at highest levels of skills consistent with availability of jobs, safety, etc.
5. Ratio of handicapped workers to other employees which has been maintained or increased.
6. Job re-engineering or modification of machines, machine controls, and duty assignments consistent with good management practices.
7. Proper break-in, induction, and orientation of newly hired handicapped employees.
8. Follow-up at appropriate intervals after placement is made to insure suitability of job and satisfactory progress of handicapped worker.
9. Wage rates for handicapped comparable to rates paid other workers when other factors are equal.

C. Rules

1. An Employer's Merit Award may be recommended by any Local Committee or member of the Governor's Committee, and must be submitted to the Chairman of the Governor's Committee for approval. Approved recommendations shall be sent to the President's Committee for further action.
2. A properly executed recommendation form must be submitted, in triplicate. (See sample) It can be procured from the local office of the Pennsylvania State Employment Service.
3. A suggested minimum of five percent of handicapped workers to the total working force of a selected employer may be considered as a guide to determining suitability of an Employer's Merit Award. However, other factors also should be considered, such as the physical demands of the jobs in the employer's establishment and the number of suitable handicapped workers available in the community for that type of work. In those instances where a selected employer is recommended for an award, but the percentage of handicapped workers to the total working force in his establishment is less than the suggested minimum of five percent, the reasons for the recommendation should be explained in detail on the recommendation form in order to provide adequate justification.
4. In preparing the recommendation form, answers to the questions under "Statements of Employment Policies" should not be limited to merely "Yes" or "No", but should include sufficient information and substantiating evidence to enable the Governor's and President's Committees to determine the eligibility of a selected employer for the Employer's Merit Award.
5. The recommendation form (in triplicate) must bear the signatures of one or more representatives of industry, labor unions, veterans organizations, and the county medical society.
6. Recommendations may be submitted at any time during the year, but at least thirty days should be allowed for review and approval by the Governor's and President's Committees before presentations are scheduled. If desired for presentation during NEPH Week, the recommendations should reach the Executive Secretary of the Governor's Committee on Employment of the Handicapped by no later than September 1.
7. Presentations should be made on occasions which accomplish the greatest good for the program. Dinners, luncheons, and other suitable events are suggested, with appropriate publicity.
8. After the first Employer's Merit Award has been granted to any employer, corporation, or other business agency or establishment, no additional such award may be given to them again within the following thirty-six months. If an Employer's Merit Award is given in one

year, the same employer, corporation, business, or establishment may not receive a Citation for Meritorious Service the following year, or until thirty-six months have elapsed. (Note: This does not preclude nomination of an employer, corporation, business, or establishment for either award, and nominating an official, member, or employee of the organization the following year.)

9. All subsequent nominations--those presented after thirty-six months have elapsed--must be thoroughly documented, with written evidence and other exhibits showing the accomplishments of each nominee over and above the minimum requirements since the last award was granted. Each nomination must be individually prepared and must contain new evidence. Any nomination that does not contain new evidence or is not properly prepared will not be considered.



PENNSYLVANIA GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

RECOMMENDATION BY

COMMUNITY COMMITTEE NAME

EMPLOYER'S MERIT AWARD

FROM

THE PRESIDENT'S COMMITTEE
ON EMPLOYMENT OF THE HANDICAPPED

The following employer is recommended for a citation in recognition of outstanding efforts in providing suitable employment of handicapped workers and an enlightened policy of recognizing that "abilities, not disabilities, count."

NAME OF EMPLOYER OR FIRM

ADDRESS

TYPE OF BUSINESS OR INDUSTRY

NUMBER OF EMPLOYEES

NUMBER OF EMPLOYEES HANDICAPPED

PERCENT OF HANDICAPPED
WORKERS TO TOTAL WORKING FORCE

TOTAL NUMBER WORKERS
HIRED IN PAST YEAR

NUMBER HANDICAPPED WORKERS
HIRED IN PAST YEAR

*NUMBER HANDICAPPED WORKERS
HIRED FROM OPEN MARKET

Do not include in this figure those persons who are disabled, whether on or off the job, while in the employ of the employer.

STATEMENTS OF EMPLOYMENT POLICIES

1. Do management policies in effect indicate at least equal opportunity in employment is provided qualified handicapped workers in the hiring of new workers and in the rehiring of furloughed employees? (Explain in detail.)

2. Is opportunity provided the handicapped for transfer, promotion and retention? (Explain in detail.)

3. Do placement procedures provide for proper matching of physical and mental capacities of the handicapped workers with the requirements of the job? (Explain in detail.)

4. Is employment provided for handicapped workers at highest level of skill consistent with availability of jobs, safety and other qualification factors? (Explain in detail.)

STATEMENTS OF EMPLOYMENT POLICIES (CONT'D.)

5. Is there in effect job re-engineering or modification of machines, machine controls and duty assignments consistent with good business practice to facilitate the employment of handicapped workers? (Explain in detail.)

6. Is there provided in plant procedure proper break-in, induction and orientation of new handicapped employees? (Explain in detail.)

7. Is follow-up made at appropriate intervals, after placement, to insure suitability of job and satisfactory progress of the handicapped worker? (Explain in detail.)

8. Are wage rates of handicapped workers comparable to rates paid to other workers of like seniority in the same or similar occupational classifications in the plant and labor market area? (Explain in detail.)

9. Any additional information to substantiate recommendation?

LOCAL COMMITTEE RECOMMENDATION

For

EMPLOYER'S MERIT AWARD

SIGNATURE OF LOCAL COMMITTEE CHAIRMAN

SIGNATURE OF LOCAL COMMITTEE SECRETARY

Approved on _____
DATE

MEMBERS OF RECOMMENDING SUB-COMMITTEE

Signature

Organization

Title

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

GOVERNOR'S COMMITTEE APPROVAL

CHAIRMAN, STATE AWARDS COMMITTEE

STATE COMMITTEE CHAIRMAN

STATE COMMITTEE SECRETARY

DATE

XV CITATION FOR MERITORIOUS SERVICE

The Citation for Meritorious Service is awarded by the President's Committee on Employment of the Handicapped upon recommendation of the Governor's Committee and Local Community Committees, to any individual, organization, or group which has made an exceptional contribution to the program of the President's Committee for achieving equality of opportunity in employment of the handicapped. It serves as an excellent medium both for publicity recognizing such service and at the same time promoting interest in and cooperation with the handicapped program during NEPH Week and on a year-round basis.

A. The Award

The citation is an engraved parchment suitable for framing, upon which the President's Committee seal has been affixed. It bears the name of the recipient, and is signed for the President of the United States by the Chairman of the President's Committee, and for the Governor by the State Chairman of the Governor's Committee on Employment of the Handicapped.

B. Criteria

Any individual, organization, or group making an exceptional contribution to the program of the President's Committee is eligible to receive this award. Contributions, direct or indirect, may include but need not be limited to:

1. Giving of time, service, facilities, etc.
2. Providing leadership to a program directed to useful, suitable employment of the handicapped by private enterprise or governmental agencies.
3. Arranging, participating in, or sponsoring forums, expositions, or institutes designed to encourage and facilitate such employment.
4. Promoting public and employer understanding of the employment capabilities of the handicapped by any method of communication, such as speeches, radio or TV broadcasts, publicity, advertising, etc.
5. Demonstrating the capabilities of the handicapped.

C. Rules

1. A Citation for Meritorious Service may be recommended by any Local Community Committee on Employment of the Handicapped, or by a member of the Governor's Committee, for an individual, organization, or group meeting the above criteria, or for related service. It is subject to approval by the Governor's and President's Committees.

2. A properly executed recommendation form must be submitted, in triplicate. (See sample) It can be procured from the local office of the Pennsylvania State Employment Service. It should describe in as much detail as necessary the outstanding service or accomplishment of the nominee, the specific results thereof, and any additional information that will substantiate the recommendation. Sufficient information and substantiating evidence should be provided to enable the Governor's and President's Committees to determine the eligibility of those recommended.
3. The recommendation form (in triplicate) must bear the signature of one or more representatives of industry, labor unions, veterans organizations, and the county medical society.
4. Recommendations may be submitted at any time during the year, but at least thirty days should be allowed for review and approval by the Governor's and President's Committees before presentations are scheduled. Some Local Committees find it desirable to make the presentations one of the features of NEPH Week observance, and in such cases the recommendations should reach the Executive Secretary of the Governor's Committee on Employment of the Handicapped by no later than September 1.
5. Presentations should be made on occasions which accomplish the greatest good for the program. Dinners, luncheons, and other suitable events are suggested, with appropriate publicity.
6. After the first Citation for Meritorious Service has been granted to any person, organization, or group, no additional such citation may be given to them within the following thirty-six months. If a Citation for Meritorious Service is given in one year, the same person, organization, or group may not receive an Employer's Merit Award the following year, or until thirty-six months have elapsed.
(Note: This does not preclude nomination of an official, member, or employe of an organization or group for either award, and nominating the individual's organization or group the next year.)
7. All subsequent nominations--those presented after thirty-six months have elapsed--must be thoroughly documented, with written evidence and other exhibits showing the accomplishments of each nominee over and above the minimum requirements since the last award was granted. Each nomination must be individually prepared and must contain new evidence. Any nomination that does not contain new evidence or is not properly prepared will not be considered.

DESCRIPTION OF MERITIOUS SERVICE

1. Describe clearly the outstanding service performed by this individual, organization or group.
2. What were the specific results of this service?
3. Any additional information to substantiate the recommendation.

2. What were the specific results of this service?

3. Any additional information to substantiate the recommendation.

GOVERNOR'S COMMITTEE APPROVAL

CHAIRMAN, STATE AWARDS COMMITTEE

STATE COMMITTEE CHAIRMAN

STATE COMMITTEE SECRETARY

DATE _____

XVI PRESIDENT'S TROPHY - HANDICAPPED AMERICAN OF THE YEAR
GOVERNOR'S AWARD - HANDICAPPED PENNSYLVANIAN OF THE YEAR

The President's Trophy is awarded once annually to the Handicapped American of the Year. It is presented at the Annual Meeting of the President's Committee on Employment of the Handicapped in Washington, D. C.

The Governor's Award to the Handicapped Pennsylvanian of the Year complements the national award to the Handicapped American, and the presentation is made at the Annual Conference of the Governor's Committee on Employment of the Handicapped.

The person selected to receive the State award will be proposed for the "Handicapped American of the Year" award. To qualify, he or she must be a United States citizen.

The purpose of both awards is to honor those chosen from the lists of nominations as having been most outstanding in meeting the criteria set forth below. The persons selected are considered to be a symbol of all who rise above their handicaps to become useful American citizens. It is hoped that their example will inspire others, and that such public recognition will encourage employers to emphasize ability rather than disability as the important factor in employment.

A. The Awards

The President's Trophy is a sterling silver plaque, mounted on a mahogany base. It is donated by and is the handiwork of students of the Institute for the Crippled and Disabled, New York City.

The Governor's Award is a mounted illuminated scroll, appropriately inscribed, and bearing the signature of the Governor of Pennsylvania. It is made and donated by handicapped trainees at the Johnstown Rehabilitation Center.

B. Criteria

The following are the criteria to be met in making recommendations for both awards:

1. All nominees for the "Handicapped Pennsylvanian of the Year" award must be residents of Pennsylvania.
2. The nominees must have -
 - (a) Overcome their handicaps to become useful citizens.
 - (b) Helped to increase, encourage, or facilitate the employment of other handicapped workers.

C. Rules

1. Each nomination must be submitted by a Local Community Committee on Employment of the Handicapped in letter form, addressed to the Executive Secretary of the Governor's Committee on Employment of the Handicapped, Labor and Industry Building, Harrisburg. The following, and any other relevant information or supplementary data should be included:
 - (a) Name and mailing address of nominee.
 - (b) Pertinent facts as to nominee's disability, and adjustments to handicap.
 - (c) Facts as to nominee's contributions, achievements, and accomplishments toward encouraging, increasing, or facilitating the suitable and useful employment of other handicapped persons. (Both documentary evidence and pictures, when available, should be submitted.)
2. In addition to the nominating letter, a properly executed "Recommendation for Citation for Meritorious Service" form (in triplicate), bearing the signatures of the Local Committee Chairman and Secretary and one or more representatives of industry, labor unions, veterans organizations, and the county medical society, must accompany each nomination. All persons nominated for the first time will receive a Citation for Meritorious Service.
3. All nominations must be received by August 1 to be considered for the current year for either award.
4. Any nominee for any year may be renominated for any succeeding year in accordance with these rules.
5. All nominations shall be judged by the Awards Committee of the Governor's Committee immediately after August 1, and the name of the person selected to receive the "Handicapped Pennsylvanian of the Year" award at the Annual Meeting of the Governor's Committee on Employment of the Handicapped, will be transmitted to Washington, D. C. for consideration for the President's Trophy.

XVII DISTINGUISHED SERVICE AWARD

The "Distinguished Service Award" may be conferred upon any organization, agency, firm, or individual whose contributions have been national in scope in advancing the useful employment of handicapped Americans. Its purpose is to publicly recognize exceptionally meritorious service in this connection, and it is felt that special recognition will tend to increase the number of private and public employers who will extend equal opportunity to the handicapped for suitable employment.

A. The Award

The award is a shield shaped base of mahogany upon which is mounted the President's Committee seal in silver, and an engraved silver plate giving the title of the award, the recipient's name, and the signature of the President of the United States.

B. Rules

1. Any American organization, agency, firm, or citizen may be recommended at any time by any Governor's Committee or member of the President's Committee to receive the Distinguished Service Award.
2. A detailed statement, in duplicate, with pictures and documentary evidence, if available, must accompany each such nomination, including:
 - (a) Name and mailing address of nominee.
 - (b) Pertinent facts as to nominee's exceptional achievements, national in scope, in advancing suitable employment of handicapped Americans.
3. Nominations must be submitted by the Governor's Committee to the President's Committee on Employment of the Handicapped, Washington 25, D. C., attention Awards Committee. The Awards Committee will evaluate them and present recommendations to the Executive Committee for final decision.
4. Local Committees, knowing of an eligible nominee who has performed a national service in behalf of the program, may submit a recommendation for the "Distinguished Service Award" to the Executive Secretary of the Governor's Committee in accordance with the above rules.
5. The "Distinguished Service Award" shall be presented under such circumstances as will effectively reflect public recognition of the recipient, honor, and appreciation.
6. Any recommendation not selected may be resubmitted in any succeeding year.

XVIII PUBLIC PERSONNEL AWARD

The Public Personnel Award is presented each year by the President's Committee on Employment of the Handicapped to one employe or official of a public agency who has earned public recognition for outstanding contributions in facilitating employment of the handicapped in his or her agency.

A. The Award

The award is a plaque, suitably engraved, and bearing the recipient's name and the signature of the President of the United States. It is presented at some national event.

B. Criteria

1. The nominee must be employed by a federal, state, county, municipal, or judiciary agency, or a public college or school system.
2. The person must have contributed to the employment of the handicapped in his or her agency by developing or instituting policies or procedures, giving leadership, or by finding suitable jobs for the handicapped in his or her agency.
3. He or she also must be recommended for the President's Committee "Citation for Meritorious Service" by the Governor's Committee on Employment of the Handicapped.

C. Rules

1. A nominating statement, setting forth contributions, actions, or other services leading to employment of the handicapped in the nominee's agency which merit public recognition must be prepared. The period for which the nomination is made generally should reflect current action. This may include continuation of action which started at an earlier period, or it may reflect action which was entirely within the period.
2. Recommendation for a Citation for Meritorious Service also must be prepared.
3. Submit the properly executed nominating statement and recommendation form to the Executive Secretary of the Governor's Committee on Employment of the Handicapped, Labor and Industry Building, Harrisburg.
4. The period for which the award will be conferred will be from January 1 to December 31. Since the President's Committee has set a deadline of February 1 for the prior year's nominations, they must be in the hands of the Executive Secretary of the Governor's Committee on Employment of the Handicapped by January 1.
5. Nominations may be resubmitted in the succeeding year by a letter from the Local Community Committee, provided the nominee continues to meet the criteria.

XIX PHYSICIAN'S AWARD (President's Committee)PENNSYLVANIA PHYSICIAN OF THE YEAR (Governor's Committee)

The Physician's Award is given each year by the President's Committee to one physician in the United States who, in the opinion of the judges, has made the most outstanding contribution to the welfare and employment of the handicapped workers of our country.

The Governor's Award to the Pennsylvania Physician of the Year is of State origin and, similarly, is given in public recognition of exceptional contributions toward facilitating suitable employment of the handicapped.

The physician selected to receive the "Pennsylvania Physician of the Year" award will be proposed by the Governor's Committee on Employment of the Handicapped for the national Physician's Award.

The purpose of both is to dramatize the accomplishment of one physician and inspire others, in their professional capacities, to take active roles in behalf of the program.

A. The Awards

The Physician's Award of the President's Committee on Employment of the Handicapped is an illuminated scroll mounted on a mahogany base, appropriately inscribed, and bearing the signature of the President of the United States. It is presented at the Annual Banquet of the Congress on Occupational Health of the American Medical Association.

The Governor's Award to the Pennsylvania Physician of the Year is a mounted illuminated scroll, appropriately inscribed, and bearing the signature of the Governor of Pennsylvania. It is presented by him at the Annual Conference of the Governor's Committee on Employment of the Handicapped.

B. Criteria

1. The physicians recommended must have made outstanding contributions to the year-round program of achieving equality of opportunity in employment of the handicapped. Such contributions should reflect recent actions and may include, but need not be limited to -
 - (a) Giving of time, service, facilities, etc. to national, state, and/or community efforts to promote public understanding and employer acceptance of handicapped workers.
 - (b) Providing leadership to a program directed to employment of the handicapped.
 - (c) Arranging or sponsoring programs, forums, expositions, etc.
 - (d) Availability and outstanding ability as a speaker on the subject of employment of the handicapped.
2. Individuals recommended must be licensed physicians (industrial or otherwise) in any field of medicine.

3. Any physician who meets the criteria is eligible for consideration for the "Pennsylvania Physician of the Year" award.

C. Rules

1. Nominations for the "Pennsylvania Physician of the Year" award must be made by Local Community Committees or by the Governor's Committee. When made by the former, they are to be addressed to the Executive Secretary of the Governor's Committee on Employment of the Handicapped, Labor and Industry Building, Harrisburg.
2. A nominating letter setting forth the basis for the nomination must be submitted. This letter should be in sufficient detail to enable the Awards Committee to judge the relative merits of the nominee's contributions. Additional supporting statements from medical societies, interested organizations, and/or individuals, when available, also should be submitted.
3. In addition to the nominating letter, a properly executed "Recommendation for Citation for Meritorious Service" form (in triplicate), bearing the signatures of the Local Committee Chairman and Secretary and one or more representatives of industry, labor unions, veterans organizations, and the county medical society, must accompany each nomination. All physicians nominated for the first time will receive a Citation for Meritorious Service.
4. All nominations must be received by August 1 to be considered for the current year.
5. Any nominee for any year may be renominated for any succeeding year in accordance with these rules.
6. All nominations shall be judged by the Awards Committee of the Governor's Committee immediately after August 1, and the name of the physician selected to receive the State award will be transmitted to Washington, D. C. for consideration for the national Physician's Award.

XX EMPLOYER OF THE YEAR AWARD (President's Committee)PENNSYLVANIA EMPLOYER OF THE YEAR (Governor's Committee)

The National Association of Manufacturers sponsors an "Employer of the Year" award to be given to the most outstanding employer of handicapped individuals among those recommended by Governors' Committees throughout the nation. Each state Governor's Committee is permitted only one nomination annually. The Committee on Awards of the President's Committee selects the employer in business or industry to receive this national honor.

From among the many deserving Pennsylvania employers who have been recipients of the Employer's Merit Award for their active participation in the employ-the-handicapped program, one is selected yearly by the Governor's Awards Committee as having contributed in greatest measure, and that employer is named the Pennsylvania Employer of the Year.

A. The Awards

The national Employer of the Year award is a mahogany shield, with plate and bar, bearing the seal of the President's Committee, the name of the award, the recipient's name, and the facsimile signature of the President of the United States. It is presented at the National Meeting of the Employers' Committee of the President's Committee, which is held annually.

The "Pennsylvania Employer of the Year" award is very similar in design, and bears the facsimile signature of the Governor. It is presented by the Governor at the Annual Conference of the Governor's Committee on Employment of the Handicapped.

B. Criteria

1. Any employer in business or industry in Pennsylvania who has been recommended by a Local Community Committee for the Employer's Merit Award becomes eligible for consideration for the "Pennsylvania Employer of the Year" award.
2. The person receiving the "Pennsylvania Employer of the Year" award automatically becomes the Governor's Committee nominee for the national "Employer of the Year" award.

C. Rules

1. The Awards Committee of the Governor's Committee on Employment of the Handicapped will review all recommendations for Employer's Merit Awards submitted before the fiscal year ending May 31, and select one as the Pennsylvania Employer of the Year.
2. The employer selected will be recommended by the Governor's Committee to the President's Committee on Employment of the Handicapped as Pennsylvania's nominee for the national "Employer of the Year" award. The nomination must be in Washington by July 10.

XXI EXPOSITIONS

One of the most effective means of bringing the abilities of handicapped workers to the attention of employers and the public at large is through participation in industrial exhibits, health fairs, county fairs, parades of progress, and other forms of exhibits and expositions.

These expositions provide opportunities to present both display material and actual demonstrations of handicapped persons at work, and to emphasize to the public the desirability of employing qualified handicapped workers. Such displays and demonstrations frequently leave distinct and lasting impressions upon the viewers, resulting in subsequent favorable employment actions.

It is suggested that the Local Committees give serious consideration to utilizing this means of presenting the story of the handicapped to the public.

A. Type of Exposition

Local Committees may develop and present an exposition devoted entirely, or primarily, to demonstrating the qualifications of the handicapped. This could be operated as a major activity of the Community Committee. Or Local Committees may arrange with officials of industrial expositions, county fairs, health fairs, and other such expositions to obtain suitable space for an appropriate exhibit on the handicapped.

B. Suggestions for Planning or Participating in Expositions

The following are suggestions for presenting an appropriate exposition, or participating in one:

1. Secure from the local Chamber of Commerce, agricultural groups, and other organizations, information regarding dates and places of expositions, fairs, and other types of exhibits planned for the area. Arrange either to present an exposition on the handicapped that will not conflict with other scheduled expositions, or tie in with one or more of the scheduled expositions which are especially likely to draw employers, employer representatives, and personnel workers.
2. Utilize the Publicity Sub-committee, or set up a special Exposition Sub-committee, to develop specific plans for the exposition. Participants on the Sub-committee particularly should include representatives of:

State Employment Service
Bureau of Vocational Rehabilitation
Office for the Blind
Veterans Administration
County Medical Society
Apprenticeship Council
Veterans Organizations
Fraternal and Civic Organizations
Labor Unions
Employer Organizations
Agricultural Groups

and any other important groups which could help.

3. In planning the exposition:
 - (a) Consider including both live and static exhibits demonstrating the abilities of the handicapped.
 - (b) Strive for a good balance of various types of displays covering different kinds of physical and mental disabilities.
 - (c) Include demonstrations of rehabilitation processes.
 - (d) Arrange for work demonstrations by various types of handicapped individuals on various types of jobs.
 - (e) Arrange for attractive posters and other display materials. (Areas which participate in the Poster Contest may include selected posters entered in that contest.)
 - (f) Where facilities permit, consider showing of suitable motion pictures or slides concerning the rehabilitation and employment of the handicapped.
4. Plan suitable publicity through newspapers, radio, TV, and other local publicity media.
5. Encourage attendance at the exposition particularly by representatives of employer organizations, individual employers, personnel representatives, labor union officials, public officials, newspaper representatives, clergymen, and others who may be in a position to employ, or promote employment of, handicapped persons.
6. Inform the Governor's Committee, through its Executive Secretary, of plans for the exposition prior to the time it is scheduled to be held.
7. Submit a report of highlights of the exposition immediately following its conclusion (if not included in the Local Committee's report of activities), in order that other areas may be informed of the results and may profit from the experience of those involved. Include photographs, if available.

While expositions may be presented or participated in at any time of the year, it is suggested that a tie-in with NEPH Week, particularly during the months of September and October, is especially desirable.

XXII EMPLOYER-APPLICANT CLINICS

A. General Description

An employer-applicant clinic is a meeting of employers arranged by the Local Committee on Employment of the Handicapped. At this meeting, handicapped applicants appear in person for an informal interview. The employers selected by the Local Committee constitute an interviewing "panel," a term which will be applied to this employer group throughout this presentation. The handicapped applicants are selected by the local office of the Pennsylvania State Employment Service. The purpose is to open additional avenues of employment for handicapped persons through a clinical approach to the individual case.

B. Panel Makeup

The panel should normally consist of not fewer than three nor more than six employers. Membership on the Local Committee is not a prerequisite for serving on the panel. It is necessary, however, that at least one employer member of the Local Committee serve on the panel to act as chairman. For a five or six man panel, at least one other Committee member who is an employer should also be a member of panel to add to its prestige, experience, and authority.

Employers should be invited to serve primarily on the basis of the probability of their knowing about, or discovering, job openings for the applicants who will appear. Invitations, however, need not be limited to such employers. In fact, when a large panel is used, the choice of one or two employer members may be made solely on the possibility of increasing employer interest and activity in the total program.

In a series of clinics, the employer membership should be rotated as much as possible so that the same group of employers does not sit on each panel. In any event, the chairmanship of the panel should be rotated.

Only employers from the area served by the Committee or from a contiguous area should be invited. The panel should be diversified and as representative as possible of the commercial and industrial makeup of the community.

C. Selection of Applicants to be Presented to Panel

Three or four applicants should be selected for interview by the panel. It is usually expedient to select four so that if one fails to appear, the consideration of three applicants will satisfy the panel that they have been called together for a purpose. Generally, the applicants selected will be those for whom little or no progress has been made toward placement and local office possibilities of placement seem to be exhausted. Occasionally, the local office may introduce an applicant who has genuine employment problems but who is not necessarily of the type most difficult to place, merely to keep the interest of the panel at a high level.

D. Preparation for the Clinic

The Employment Service counselor should personally interview each applicant selected to appear before the panel as close as possible to the day on which the clinic will be held. This interview may be combined with a regular counseling interview or may be a special interview. The counselor should first check to learn whether there are any new developments through which the applicant may expect to find work soon. The counselor should then (a) double-check all information about the applicant and bring such information up to date, (b) obtain the applicant's firm agreement to appear, (c) prepare the applicant for the clinic by explaining the purpose and the general method of operation, and (d) make any detailed arrangements, such as for transportation, that may be necessary.

After the counseling interview and when the applicant has agreed to appear, a concise profile of the applicant is prepared. Generally, this profile should not exceed one page in length and should consist of the following information, all in brief form:

1. Marital, veteran and community status. (Community status should include length of residence and whether buying a home or renting.)
2. Age.
3. Education.
4. Employment record.
5. Description of handicap (including a physical capacities appraisal.)
6. Applicant's interest as to type of employment.
7. Other pertinent information (including hobbies, interests and special skills.)
8. Counseling plan (including recommended possible training or employment.)

This profile should be reproduced in sufficient copies to provide one for each person who is officially attending the clinic as a panel member or agency representative. Copies should be placed in the hands of panel members prior to the clinic, preferably by delivery in person by a local office representative or Local Committee member. Copies may be mailed to other persons who will officially attend the clinic and who are not stationed in the local employment office.

Note: Identifying information, including name, address, and social security account number, will not be included in the profile duplicated and distributed in advance, but will be made available to the panel at the opening of the clinic.

Immediately prior to the clinic, the basic Employment Service registration and counseling cards for the applicant shall be withdrawn to be taken to the clinic. Representatives of the Bureau of Vocational Rehabilitation and of the Office for the Blind should be invited if any of the applicants to be interviewed had been referred to the Employment Service by those agencies. They should be asked to bring their files on such applicants.

E. Conduct of Clinic

At least one representative of the local office, usually the counselor, must attend the clinic. If there are more than one counselor in the office, there may be occasions when it would be advisable to have two counselors attend. The local office manager, the VER, and the ES supervisor between them should attend clinics as often as possible in order to be assured that the clinics are being conducted properly and that the local office representatives are carrying out ES policies and practices. It is frequently desirable also to have the employer relations personnel of the local office attend clinics.

The applicants who are to appear before the clinic should be scheduled to report at definite staggered intervals and made comfortable in a reception area or a room other than the one in which the panel meets, so that they will not be able to hear any of the discussion by the panel.

At the appointed hour, the chairman will call upon the local office representative to identify the first applicant to be interviewed. The panel and the official local office representatives attending should discuss this case to arrive at a common understanding of the information contained in the profile. The other agency representatives should offer explanation and supplementary information as required. This discussion should be limited to not more than ten minutes. At the end of that time, the first applicant is escorted to the clinic meeting room and introduced to all persons participating. The panel members should then ask friendly, innocuous questions for a few minutes to put the applicant at ease. If the chairman believes it advisable, the applicant may be given a chance to "tell his story." After that, the panel members should ask questions which they believe necessary to help them discover avenues of employment for the applicant. Generally, this questioning and exchange of information should not take longer than one-half hour, although there should be no suppressing of worthwhile discussion. However, proper consideration should be given to the other applicants awaiting interview, as well as to the demands on the time of the panel members and agency representatives.

If, in the course of the interview with a particular applicant, a possibility exists of immediate contacts for employment or if for any reason the entire panel or individual members of the panel wish to pursue the interview further, it is usually desirable to postpone these actions and to ask the applicant to wait and return after other scheduled applicants have met with the panel.

Following each applicant's interview, a period not exceeding ten minutes should be allowed for summarization and formulation of a plan of action for the placement of the applicant. The chairman and the local office representative should combine their efforts to make this period as productive as possible.

The plan of action, as a minimum, will usually include:

1. Suggestions to the local office of specific new avenues of possible employment, for the applicant, and of testing, training, assistance, and the like which could either be explored by the local office or suggested to the applicant.
2. Offers by panel members to make contacts which might lead to the employment of the applicant.

3. Arrangements for channeling information between the local office, and the panel members. The counselor shall be the contact person in the local office for all exchange of information.

The panel may choose to make all or part of the plan of action known to the applicant at the end of the "executive session" or if the applicant can wait, after all applicants have been interviewed. Otherwise, the responsibility for informing the applicant of developments reverts to the ES counselor.

Since the purpose of the panel is to engender interest in specific applicants and to inject imagination into the efforts to place those applicants, it is to be expected that local Employment Service office routines and practices will have to be bypassed or modified. However, all efforts in behalf of the applicants interviewed by the panel should be conducted in an ethical manner and within the standards prescribed for activities of the Employment Service and other interested and affected agencies.

F. Follow-Up

Generally, the panel cannot be expected to maintain, for an extended period, an interest in all the applicants interviewed. However, sustained interest for at least three weeks is quite probable. Frequently, one or more panel members may develop and maintain an interest in a particular applicant for a much longer period.

During the period of approximately three weeks (or longer in certain cases), when interest is at a high level, the local office representative should (a) promptly follow up any leads, suggestions or ideas developed at the clinic or received from panel members, (b) take the initiative in contacting the panel members and "prodding" them for leads and suggestions and (c) follow up with the applicant on actions which he should be taking in his own behalf. Meanwhile, independent local office efforts in behalf of these applicants should not be relaxed.

Subsequent actions involving the applicant, such as counseling interviews, referral interviews, referrals, and similar matters, should be accomplished within the framework of existing Employment Service policies and procedures, but with such relaxation and modification as may be dictated by the fact that, to a certain extent and for a limited period, the applicant is in the hands of the panel rather than the local office.

G. Reports

A report of the results of the clinic should be made to the panel members as soon as possible and to the Local Committee at its next meeting. It is desirable that the report be duplicated.

H. Caution

The purpose and nature of the employer-applicant clinic create problems of emotional control. Handicapped persons appearing before the employers

may have become discouraged and apathetic about their future and have difficulty in presenting themselves in the best light. Employers may become overenthusiastic and inclined to impetuous action on behalf of a particular applicant. An applicant's hopes can be raised prematurely, or many other undesirable situations may arise.

Special care must be exercised so that remarks or discussions which should not be heard by the applicant are reserved for an "executive session". The applicant can always be excused and asked to await re-call.

The chairman must, therefore, with the help of the Employment Service representative and other professional agency personnel present, constantly keep the clinic meeting under control, guiding and helping the applicant and the panel members toward the goals of the clinic.

XXIII INSTITUTES

A well-planned and organized institute is a most effective method of bringing different groups together for free and profitable discussion of EH problems. An institute may be planned for an directed to the interests of as few as two major groups or to a complete cross section of the community.

To be successful, an institute requires extensive planning and the combined intensive efforts of many persons from the time of the decision to proceed with the idea through the follow-up after the gavel has proclaimed adjournment.

If the institute has been effectively planned, properly conducted, and well attended, the results can provide a great stimulus to the community EH program.

The following guidelines for planning and conducting an institute were developed to assist any Local Committee that may be considering this important function. They are orientated to a labor-management institute, which is the type most frequently held, but are easily adaptable to a different type of program or institute. They can and should be modified to complement the needs and circumstances of the particular community.

It is strongly recommended that the Local Committee include an institute from time to time in its total program, and that it use the guidelines to plan and conduct the institute.

THE ROLE OF LABOR-MANAGEMENT IN COMMUNITY EFFORTS FOR EMPLOYING THE HANDICAPPED

Aims and Objectives of Institute

The purpose of the institute is to bring together representatives of management and labor from the local area and representative of government, volunteer groups, and community representatives, to enter into free discussion. It will be primarily an effort to concentrate on day-to-day problems encountered in the local area in the placement of handicapped persons and to find a practical starting point for their solution.

Geographical Area of Coverage

Generally, the institute should be planned to draw participants only from the area served by the Local Committee. However, nearby areas not served by another Local Committee also may be included if practicable. Sometimes, because of local conditions, it may be desirable for two or three Local Committees to sponsor the institute jointly and to include the total area served by all.

Coverage - Participants

Every effort should be made to obtain a very representative group to attend. Invitations should be sent to the following

Central Labor Unions
Chamber of Commerce
Civic Groups
Employer Groups

Fraternal Organizations
Interested Individuals
Local EH Committee Members
Local Unions
Personnel Associations
Religious Groups
Selected Employers
Service Clubs
Veterans Posts
Volunteer Health and Social Service Groups

The invitations should clearly indicate that the attendance of persons who have interests or responsibilities in the areas of rehabilitation and placement is desired; those who can speak from experience or authority, and who will be in a position to propose to the groups they represent certain actions that should be taken.

The personal follow-up by those actively promoting the institute should pinpoint particular individuals whose attendance would be most desirable, such as the service officer, the personnel manager, the plant steward, and the store manager.

INSTITUTE PLAN NO. 1

(Full-Day Institute)

9:30-9:45

Call to Order

General Chairman

Invocation

Clergyman from Local Committee

Welcome

City Official, or Civic Leader, or

Local Employment of the Handicapped Committee Chairman

9:45-10:05

Address

Key person from management in the area where institute is held, or key management person from home office of company having a local plant or outlet.

10:05-10:15

Plans for Operation of Institute - Instructions

Institute Chairman

10:15-10:30

Recess

10:30-12 Noon Roundtable Discussions

12:15-1:45 Luncheon

Speaker - Representative of Governor's Committee

2:00-2:10 Announcements

2:10-2:30 Address

Key person from labor in the area where institute is held, or key labor person from an international union having a sizeable active local in the area.

2:30-3:30 Roundtable Discussions

3:30-3:45 Recess

3:45-4:30 Summarization of Institute
(See Method of Summarization)

INSTITUTE PLAN NO. 2

(Afternoon and Evening Institute)

2:00-2:15 Call to Order

General Chairman

Invocation

Clergyman from Local Committee

Welcome

City Official, or Civic Leader, or

Local Employment of the Handicapped Committee Chairman

2:15-2:30 Address

Key person from management in the area where institute is held or key management person from home office of company having a local plant or outlet.

2:30-2:45 Address

Key person from labor in the area where institute is held or key labor person from an international union having a sizeable active local in the area

2:45-3:00 Plans for Operation of Institute - Instructions

Institute Chairman

3:00-4:00 Roundtable Discussion

4:00-4:15 Recess

4:15-5:00 Roundtable Discussion

5:30-6:00 Social Hour (Optional)

6:15-9:00 Dinner

Speaker - Representative of Governor's Committee

Institute Summary

(See Method of Summarization)

INSTITUTE PLAN NO. 3

(Afternoon Institute)

1:30-1:45 Call to Order

General Chairman

Invocation

Clergyman from Local Committee

Welcome

City Official, or Civic Leader, or

Local Employment of the Handicapped Committee Chairman

1:45-2:00 Address

Key person from management in the area where institute is held or key management person from home office of company having a local plant or outlet.

2:00-2:15 Address

Key person from labor in the area where institute is held or key labor person from an international union having a sizeable active local in the area.

| | |
|-----------|--|
| 2:15-2:30 | Plan for Operation of Institute - Instructions Institute Chairman |
| 2:30-3:30 | Roundtable Discussion |
| 3:30-3:45 | Recess |
| 3:45-4:45 | Roundtable Discussion (See Method of Summarization) |

PHYSICAL FACILITIES

Institute Plans Nos. 1 and 2

Since these plans include a luncheon (No. 1) or a dinner and optional social hour (No. 2), a hotel fully equipped and staffed for conventions and conferences will provide the best locale. A school or college usually will be able to provide the general physical facilities, and if it also can be used for the luncheon or dinner, such a locale would be acceptable. Some churches have excellent facilities in their educational buildings and social halls, and one such church also might be interested in providing the luncheon or dinner. Large industrial plants, hospitals and social welfare agencies frequently have adequate facilities.

If either a school, college or church locale should be selected, the optional "social hour" must be abandoned. Also, frequently in such places a "no-smoking" ban is in effect, which could prove irksome or embarrassing.

Institute Plan No. 3

Any location meeting the general requirements described below.

General Physical and Location Requirements

1. Location easily accessible.
2. Parking convenient, and free or inexpensive.
3. Assembly room having stage or platform, with lighted lectern and a public address system. It must be sufficiently large to accommodate comfortably the anticipated total attendance. Ash trays or receptacles should be provided, convenient to all participants.
4. Roundtable rooms large enough to accommodate 25 persons comfortably, preferably seated at tables arranged in a "T" shape. If tables cannot be provided in this arrangement, as a minimum, there should be table(s) or desk(s) for the leader, the consultant, and the recorder, arranged to face the group.

Ash trays or receptacles and, if possible, drinking water, should be available to all.

5. Table(s) or desk(s) at which two persons can comfortably work to register and give information to the institute participants. These should be located near the entrance likely to be used by most attendees and, if possible, in the line of normal traffic toward the general assembly room. Facilities for setting up typewriters may be desirable.

TALENT REQUIREMENTS

General Chairman

Chairman or member of the Local EH Committee to preside at all general sessions and to completely control the institute. May also serve as toastmaster for institutes held under Plans Nos. 1 and 2.

Clergyman

Preferably but not necessarily a member of the Local Committee to offer invocation at the opening session. Under Plans Nos. 1 and 2, it is desirable to have another clergyman give the invocation at the luncheon or dinner. No benediction is in order at any session.

City Official

Mayor, burgess, councilman, or other official to offer an official welcome and greeting to the institute members. (If Local Committee chairman is not acting as general chairman, he could take this position on the program.)

Toastmaster

If general chairman elects not to act in this capacity, another member of the Local Committee or any interested and capable person can take this position on the program.

Speaker (Management)

Key person from management in the area where institute is held or key management person from home office of company with a local plant or outlet.

Speaker (Labor)

Key person from labor in the area where institute is held or key labor person from an international union having a sizeable, active local in the area.

Discussion Leader(s)

To be selected on the basis of ability to stimulate discussion and to control a group in discussion. May or may not be member(s) of the Local Committee but should have some knowledge of the program and its objectives. Usually, should be "lay" person(s) rather than employe(s) of government agencies, such as BES, BVR, VA or State and Federal institutions. It is desirable to have a representative group as discussion leaders and to divide the total as evenly as possible among management, labor, volunteer organizations, and civic groups.

Consultant(s)

To be selected on the basis of considerable knowledge of the general program objectives and the details and techniques of EH. Therefore, the use of professionals is not only in order but is most desirable.

Recorder(s)

To be selected on the basis of ability to grasp quickly the essential elements and important points of a discussion and to condense them into brief, meaningful notes. Lay or professional persons are equally acceptable.

Summarizer(s)

Only one summarizer is required for any of Institute Plans Nos. 1, 2, or 3. However, because of the delicate and sometimes controversial nature of the subject matter under discussion, it may be desirable to have two or three summarizers.

If two are used, one should be from management and one from labor. If there are three, the third should be from government.

In any event, the summarizer(s) should be selected on the basis of ability to condense properly and present effectively the findings of the institute in oral and written form.

Stenographer(s)

Capable stenographic personnel should be assigned to assist the summarizer(s).

Governor's Committee Representative

The Governor's Committee will assign one member to attend and participate in the institute. Under Plans Nos. 1 and 2 he will be prepared to speak at the luncheon or dinner.

Registrars

Two persons who are alert, pleasant, and capable of efficiently handling a sudden influx of people. These persons would register participants or consummate the pre-registration, assign them to roundtables, give out the programs and prepared questions, and generally give information and assist the participants in the institute. Ability to type is usually desirable.

METHOD OF SUMMARIZATIONInstitute Plan No. 1Individual Summarization by Discussion Leader

The recorder and the discussion leader would confer during the luncheon period for agreement on the important facts, criticisms, and suggestions

developed during the morning discussion. At the 3:30 p.m. break, they would get together again to up-date their thinking and consider new points brought out in the afternoon session.

At the 3:45-4:30 general assembly session each discussion leader would appear on the platform and summarize the findings of his group for the benefit of the entire institute, This would be an extemporaneous presentation based on his and the recorder's notes.

Institute Plan No. 2

Summarization by Specially Selected Person or Persons

The summarizer(s) would divide visits among the various roundtable groups.

Immediately upon adjournment of the final roundtable session at 5:00 p.m., all recorders and discussion leaders would meet with the specially selected summarizer or summarizers. Each recorder and discussion leader would brief the summarizer(s) on the important findings, as well as the general trend of the discussion, and turn over to the summarizer(s) all notes taken.

The summarizer(s) would then prepare a complete summary of the institute findings to be presented orally to the entire group at the dinner meeting, after the speaker had finished his presentation. The summarizer(s) also could be charged with the responsibility of developing a written résumé of the findings within a reasonable time after the institute. The résumé could then be duplicated and distributed.

The decision to have more than one summarizer would be determined by various factors. (See Talent Requirements).

Institute Plan No. 3

Written Summarization for Later Distribution

Immediately upon adjournment of the last roundtable group, all leaders and recorders would meet with the summarizer(s). All notes taken would be turned over to the summarizer(s). Each leader and each recorder would then give any explanation deemed necessary by the summarizer(s) and offer additional comment on the details as well as the general trend of the discussion.

The summarizer(s) would be charged with the responsibility for developing a reasonably comprehensive summary of the entire institute findings for duplication and distribution.

FINANCING

Usually, the institute should be planned to be self-sustained by receipts from registration fees. However, it will be necessary for the Committee to underwrite the costs of the institute from its treasury or by solicitation of funds or guarantees from a limited number of firms, organizations, or individuals. Likewise, since increase of attendance can often be accomplished

by keeping the institute costs at a low figure, subsidization of part of the costs by firms, organizations, or individuals may be considered.

Sometimes individuals, firms or organizations may absorb part of the costs by donating services or supplies, usually in such areas as printing and mailing publicity material and furnishing tickets and registration blanks. Other areas where donations are in order are cooperative newspaper ads, displays and decorations, including floral decorations for the luncheon or dinner, sponsoring the social hour, and the like.

Any effort to obtain underwriting, subsidization, or direct donations should be conducted by Committee members not associated with government. Care should be taken to avoid too broad or too narrow a solicitation. In this type of program, it would not be well for all subsidies and donations to come from management and none from labor, or vice versa. Credit should always be given in the program and by other methods for any underwriting, subsidization, or donations unless the donor specifically states his desire to remain anonymous.

An important element in keeping total institute costs low is to restrict the number of complimentary tickets for the luncheon or dinner to absolute minimum. It usually is impossible to eliminate a guest list completely. However, most persons attending will expect to pay and many of them will obtain reimbursement from their organizations.

Another assist in keeping costs down usually can be gained by having the hotel, school or church furnish the meeting rooms and services free or at nominal cost and derive its profit solely from the meal. Hotels are more unwilling to do this when there is no overnight stay involved for the majority of participants. Likewise, a hotel or other organization could be expected to be reluctant on this point unless the luncheon or dinner registration is sizeable. Of course, any hotel or organization can be approached in this regard from the community-service standpoint.

Generally, if the institute is to be self-sustaining, a surcharge on the cost of the luncheon or dinner and/or a registration fee must be collected in a fairly substantial amount.

PUBLICITY

When the date and place of the institute has been set and the type of institute (Plan No. 1, 2, or 3) has been decided upon, publicity should begin at once.

Direct Mail

There should be two mailings. The first should be the first piece of publicity used. It should be an announcement of an "alert" nature, discussing the general goals of the institute; stating the theme and purpose; giving the date and place; and other items of information. Its theme should be on the general "pitch" of "Save This Date for the Institute".

The second mailing should be made when the program has been set at least in sufficient detail to list the chairman, speakers and, if possible, some of the discussion leaders. The cost must also be made known at this time. This should be a definite solicitation of an advance registration, and should include a registration blank.

Personal Solicitation

The professionals in the BES, BVR, VA, and other agencies, as well as all Local Committee members, should be expected to promote the institute by personal solicitation within the bounds of propriety, ethics, and good judgment.

Advance News Media Publicity

As soon as the date, place, and theme have been set, a short release should be prepared and sent to newspapers, radio, and TV stations.

Glossy-print portraits and thumbnail biographical sketches should be obtained from the main speakers and released to the newspapers, playing up the speaker but also mentioning other parts of the program. If you have competing papers and have pictorial and biographical material for more than one speaker, be fair and divide the material between the papers.

When writing the speaker for a picture and biographical notes, also request a copy of the speech or a summary of it. If you have facilities for it the speech, after it has been given, could be reproduced and made available to those attending the institute. Having the speech in advance will also help the arrangements for spot news coverage of the meeting.

Finally, a few days before the institute, a detailed story could be released to all news media.

Spot News Media Publicity

Make advance arrangements for the spot news coverage of the institute in accordance with the way the local news media usually covers such meetings. This doesn't mean that you can't display some initiative in thinking up a "gimmick" that would attract favorable attention to the institute. But make sure that you have some media interested in publicizing your idea before spending a lot of time working it up. Keep in mind also that, generally, the larger the audience, the harder you will have to work to promote coverage--you are competing with other similar activities for the space and time of the media and also with a heavy volume of what the media may consider "hotter" news.

Invite the reporters from newspapers, radio, and TV to attend; supply tickets to luncheons or dinners if necessary; and be prepared to furnish the media with stories, or material upon which to base stories, if they can't send reporters. Prepared material frequently is appreciated by reporters who attend. (This is where advance copies of speeches will be especially helpful). Above all, agree to furnish stories or material to the media. Always produce in accordance with what has been agreed upon. Failure to do so will kill your spot coverage of the event and will make future arrangements for publicity more difficult to accomplish.

Don't overlook the possibilities of a news conference, especially if you have a speaker of real prominence. A radio station might wish to tape an interview with such a speaker, to be broadcast at the convenience of the station. Part of the news conference might be scheduled for interviews by newspaper reporters interested in obtaining material for a feature story.

Posters

The Governor's Committee will supply a standard "fill-in" poster, size 11" x 17", to have local information filled in by lettering or printing. The posters should be distributed for display in store fronts and other appropriate locations.

General

Local conditions will vary and the best plans will be subject to change and adjustment, but keep in mind that good advance planning for publicity is essential and will enable adjustments to be made with a minimum of trouble.

ROUNDTABLE MAKEUP

Each roundtable should consist of a discussion leader, a consultant, a recorder, and not more than 20 participants.

Assignments to the roundtables should be made in such a manner as to have each one become a representative group. It will not always be possible to have each roundtable consist of an evenly divided representation from labor, management, government, volunteer group, and the like, but it is always possible to arrange for all institute participants from a particular group, such as labor, to be scattered among all roundtable groups. For example, if there are 16 representatives from a labor organization attending and there are 6 roundtable groups, 2 representatives should be assigned to each of two groups and three each to the four other groups. In every instance, registrants should be assigned to their roundtable group and not given a free choice. At the time of registration, they should be notified of their group assignment and the location of the group's meeting place.

GUIDE QUESTIONS FOR DISCUSSION

The topics and guide questions which follow were in an actual institute. They are offered as suggested topics for a labor-management institute. Experience indicates the improbability of any roundtable covering all questions on six topics.

It is suggested, therefore, that for Institute Plans Nos. 2 and 3 no more than three topics be selected for discussion, and for Institute Plan No. 1, no more than four.

In a institute of this type, the same topics must be considered by all roundtables.

Topic No. 1 - Enforcement of Company Policy

Many companies have established well conceived and sincere policies on the hiring of the handicapped, with the avowed purpose of providing more work opportunities for handicapped persons. Very often these are documented and sometimes widely publicized. Yet, to the handicapped and to groups speaking in their behalf, it often seems that few handicapped persons are hired.

Possible Questions for Discussion

1. Are such company policies diluted as they travel through the media of communication to various levels of line and staff responsibility, so as to become much less effective than they were intended to be?
2. Who are the principal offenders in diluting company policies if persons are at fault:
 - a. Personnel managers?
 - b. Employment interviewers?
 - c. Safety engineers?
 - d. Industrial physicians?
 - e. Job analysts?
 - f. Line supervisors and foremen?
 - g. Others?
3. Does the union contribute to the dilution of a company policy to encourage hiring of the handicapped by its membership requirements? By its union benefit programs? By the actions of its local officials and shop stewards? By other means?
4. Is middle management so production-minded and work-centered that lower level supervisors feel they can or even must ignore such broad company policies in order to maintain quotas?
5. Do the employees on production-line or team-work jobs resist the hiring of handicapped persons as co-workers in fear that as a result output and earnings might be reduced?
6. Do the provisions of the union contract sometimes nullify a liberal company policy on the hiring of the handicapped?
7. Does there exist a parallel problem in government?

Topic No. 2 - Entry Jobs and Promotion Policies

In many establishments, particularly in heavy industry and durable goods manufacturing, hiring is restricted to one or a very few entry jobs. Promotion and cross-classification thereafter depend on a combination of qualification and seniority. Sometimes this restriction is company policy only, but more often it is a provision of the union contract. Sometimes the jobs to which an employee may be promoted or transferred do not pay a much higher rate than the entry job. Frequently the physical demands of these jobs are much less, generally or in specific factors, than those of the entry job. Nevertheless, hiring a handicapped employee in other than the entry job is impossible under the existing policy or contract.

Possible Questions for Discussion

1. Does such a policy offer advantages to an employer? If so, are they usually so compelling as to preclude relaxation of the policy?
2. Granting that "seniority provisions" are basic to the protection afforded an employe by a union contract, do such provisions in this area need to be as tight as they seem to be in order to protect all workers?
3. Are company policies on restricting hiring to entry jobs often too strictly interpreted by hiring officials?
4. Are union contracts restricting hiring to entry jobs sometimes misinterpreted by management?
5. Would it be practical to waive requirements for entry-job hiring, assuming of course that there were openings above the entry level, by:
 - a. Specifically designating certain jobs to be made available to handicapped persons, and/or
 - b. Setting a ratio or percentage limit to the number of handicapped persons that could be hired.
6. Would it be practical to establish for handicapped entrants special trainee groups or worker pools to perform lighter work, at the entry wage rate, from which promotion on a regular seniority basis could occur?

Topic No. 3 - Pre-employment Physical Examinations

Many companies, large and small, have established as a prerequisite for employment the passing of a physical examination given by a company-designated physician. This is an accepted practice and is unquestionably a proper prerogative of the employer. However, it is possible that the practice tends to curtail employment opportunities for the handicapped, although it could conceivably be a device which would increase the number of opportunities.

Possible Questions for Consideration

1. Are pre-employment physicals always necessary?
2. What is their primary purpose?
3. What advantages do they offer to the employer?
4. Who should establish the physical standards that the applicant must meet? The doctor? The personnel department? The operating departments?
5. Do doctors, on a fee or retainer basis, apply the same pre-employment physical standards for all establishments they serve, regardless of type of industry, plant facilities, and working conditions?

6. What can management do to vary the standards according to the job, the department, or the plant? Should they make such an effort? Would it be costly, directly or indirectly? What help and guidance, if any, do they need from others--government agencies, unions, private foundations, volunteer groups?
7. Would union participation in the establishment of physical standards for new employes be a proper part of the labor-management agreement? If so, would unions feel that it would be of sufficient importance to press for its inclusion? If not, what can the union do to make the pre-employment physical a means of increasing rather than restricting employment opportunities for the handicapped?

Topic No. 4 - Outside Services Available to Labor and Management

A number of government agencies have been specifically charged with furthering the employment of the handicapped. Also, a number of volunteer organizations have aids to the employment of the handicapped as a part or all of their services. Yet, a definite problem still exists.

Possible Questions for Consideration

1. Are these groups using the proper approach?
2. What is the main lack?
 - a. Communication?
 - b. Publicity?
 - c. Other?
3. How can management utilize those services to its advantage as well as to the advantage of the handicapped job seeker?
4. What can labor do to assure that available services are utilized in the hiring process?

Topic No. 5 - Discrimination Against Specific Disabilities

Frequently, and perhaps unfairly, certain disabilities cause automatic rejection of a job seeker if he is found to have or to have had one. Because of the modern attempt at the dispelling of fancies and fallacies concerning certain disabilities, is this situation easing?

Discussion Questions

1. Are there, at present, policies in existence hindering the employment of:
 - a. Cardiacs?
 - b. Dischargees from mental hospitals?
 - c. Epileptics?
 - d. Arrested tuberculars?
 - e. Others?

2. If so, what can be done to modify these policies and remove or lower barriers to employment:
 - a. By Employers?
 - b. By Unions?
 - c. By Volunteer Organizations?

Topic No. 6 - Insurance Problems and Fringe Benefits

It has been stated that the possible effect of employing a disabled person would be adverse in the area of company-and-union-insurance programs. Because many physical impairments are static and have no effect on longevity, is this attitude justified?

Discussion Questions

1. Would adverse effects occur in these areas:
 - a. Company-sponsored life insurance?
 - b. Company-sponsored health and accident insurance?
 - c. Union-sponsored insurance plans?
 - d. Pension plans?
 - e. Other fringe benefits?
2. Are companies and unions resisting employment of handicapped because of this?

XXIV SUGGESTED BYLAWS FOR LOCAL COMMUNITY COMMITTEES ON EMPLOYMENT OF THE HANDICAPPED

ARTICLE I

Name

The name of this organization shall be:

Committee on Employment of the Handicapped Affiliated with Pennsylvania Governor's Committee on Employment of the Handicapped.

ARTICLE II

Coverage

This Committee shall be operative in the geographic area covered by the office of the Pennsylvania State Employment Service, Bureau of Employment Security.

ARTICLE III

Purpose and Objectives

The purpose and objectives of this Committee shall be:

- a. To promote a better public understanding of the outstanding performance of handicapped workers when properly placed.
- b. To promote increased employment, on a year-round basis, of handicapped workers, as well as the retention and advancement of those already employed.
- c. To develop a better understanding by the handicapped of rehabilitation, training, and placement services available to them and to encourage them to use those services.

ARTICLE IVFunctions

The functions of this Committee shall be to:

- (a) Stimulate local community interest by securing active cooperation and support by employer, labor, veterans and other pertinent community groups in furthering the employment of the handicapped.
- (b) Plan and carry out activities designed to promote the employment of the handicapped on a year-round basis.
- (c) Plan and carry out special activities in observance of the annual National Employ the Physically Handicapped Week.
- (d) Conduct studies deemed necessary to acquire a better understanding of the rehabilitation and employment needs of handicapped persons in the community and the adequacy of facilities to meet those needs.
- (e) Promote the establishment of training and other facilities required to better fit handicapped job seekers for suitable employment.
- (f) Cooperate with placement, rehabilitation, and other community agencies and organizations in securing employer acceptance of specific handicapped individuals brought to the Committee's attention by such organizations.
- (g) Participate in national, state, and local efforts designed to prevent disabilities.
- (h) Secure suitable publicity at frequent intervals throughout the year concerning the employment problems of the handicapped, their qualifications for employment, and actions required to meet their problems.
- (i) Act as a clearing house for receipt and distribution of all incoming publicity materials distributed from the national or state levels.
- (j) Coordinate promotional activities of member organizations with respect to the handicapped to avoid duplication and overlapping in publicity, contacts, speaking engagements, etc.
- (k) Serve as an information exchange on activities planned and carried out by member organizations and individuals, and by other community organizations with respect to rehabilitation and employment of the handicapped.
- (l) Cooperate with the Governor's Committee on Employment of the Handicapped in conducting specific activities recommended by the Committee to promote the employment of the handicapped.

ARTICLE VMembership

- Section 1. The membership of this Committee shall be composed of representatives of agencies and organizations functioning within the Committee's area, which are interested in any phase of service to the physically, mentally, and emotionally handicapped, such as governmental, business, labor, veterans, medical, health, welfare, educational, informational, fraternal and religious groups, and also individuals within the community area who are interested in the problem of the handicapped.
- Section 2. Each agency or organization represented may have more than one representative if it so desires, but such group shall be entitled to only one vote.

ARTICLE VIOfficers

- Section 1. Officers: The officers of this Committee shall be a Chairman, Vice-Chairman, Secretary, and Treasurer. They shall be elected annually and shall be eligible for re-election.
- Section 2. Duties of Officers: The duties of the officers shall be the usual duties pertaining to their offices. In the case of absence or vacancy in the office of Chairman during a year, the Vice-Chairman shall automatically assume the duties of the Chairman.

ARTICLE VIICommittees

- Section 1. Standing Committees and Duties: The Chairman, immediately following his election, shall appoint the following committees to perform the duties as indicated:
- (a) Publicity Committee, which shall be responsible for publicity through media of newspapers, radio, television, theatres, periodicals, films, pamphlets, news letters, and other suitable media, and for the coordination of all publicity conducted by or for this Community Committee.
 - (b) Contact Committee, which shall contact (1) local officials for proclamation of NEPH Week; (2) representatives of religious groups for suitable announcements from the pulpit and through bulletins; (3) employer groups, labor groups, schools, and civic, business, veterans, church, farms and other organizations for cooperation in the Community Committee's activities; and (4) individual employers to secure acceptance of handicapped workers.

- (c) Speakers' Committee, which shall arrange for speaking engagements, and for panel discussions, forums, and other special meetings to promote the objectives of this Community Committee, and shall select and provide suitable participants and speech and other materials needed.
- (d) Employer Panel, which shall schedule and conduct employer-applicant clinics, also sometimes known as employer panels, in accordance with guidelines perscribed by the Governor's Committee.
- (e) Contests Committee, which shall cooperate with local schools and other interested organizations, to arrange and conduct the National "Ability Counts" and State Poster Contests designed to publicize the qualifications of the handicapped.
- (f) Research Committee, which shall conduct surveys of handicapped persons needing assistance, available community facilities and the need for additional facilities, job opportunities required, costs of rehabilitation, and other pertinent studies, and shall assist in developing reference materials and suitable text and training materials for schools.
- (g) Awards Committee, which shall select and refer to the full Local Committee:

Employers in the community who should be recommended for the Employers Merit Award

Individuals, groups, and organizations who should be recommended for the Citation for Meritorious Service

An outstanding person in the community for the "Handicapped Pennsylvanian of the Year" award

A local physician who has made exceptional contributions toward facilitating suitable employment of the handicapped, for the "Pennsylvania Physician of the Year" award

Persons for any other pertinent citations or awards, in accordance with standards of procedure developed by both the President's and Governor's Committees

- (h) Special Events Committee, which shall arrange for the Report and Poster Contests in schools; slogan and other contests, Awards of Merit to employers, Citations for Meritorious Service and other authorized awards and citations, ceremonies for presentation, "open houses" of community organizations, and luncheons, dinners, parades, and other special events.

- Section 2. Executive Committee. The Executive Committee shall be composed of the officers of this Community Committee and the Chairmen of the Standing Committees. Members attending, upon due notification, shall constitute a quorum. The Executive Committee shall serve as the planning and steering committee for the Community Committee. It shall also meet and make decisions for the Community Committee between meetings of that Committee.
- Section 3. Special Committees. The Chairman may appoint such special committees as he deems necessary or as may be authorized by the Community Committee.

ARTICLE VIII

Meetings

- Section 1. Regular Meetings. This Committee shall meet frequently throughout the year. One meeting shall be an Annual Meeting for election of officers, and shall be held between June and September. Another meeting shall be held on or about October 15 for the purpose of hearing and discussing the report on NEPH Week activities and results, and reports of other activities conducted during the past twelve months. Members present, upon due notification, shall constitute a quorum.
- Section 2. Special Meetings. Such meetings, in addition to the regular meetings, shall be held as deemed necessary by the Chairman, or as may be requested by at least three members of the Committee. Members present, upon due notification, shall constitute a quorum.
- Section 3. The meetings shall be governed by Roberts Rules of Order.

ARTICLE IX

Amendments

These by-laws may be amended at any regular or special meeting of the Committee by a two-third's vote of those present, providing that a notice of the proposed amendment shall be sent to all members prior to the meeting.

ARTICLE X

These by-laws shall be effective when approved by a majority vote of this Committee.

XXV CALENDAR OF ACTIVITIES FOR LOCAL COMMITTEES ON EMPLOYMENT OF THE HANDICAPPEDJanuary

National "Ability Counts" Contest ends January 31.

Begin local surveys and other research projects to determine adequacy of vocational training and rehabilitation facilities and to identify and locate handicapped persons needing assistance.

* * * * *

February

Contest reports to be judged locally.

Arrange for publicity on results of contest, including re-printing of winning reports.

Winning report due in Executive Secretary's Office by February 15.

Contact all participating schools and determine number of reports actually written.

Statistics on Report Contest due in Executive Secretary's Office by February 15.

Plan a meeting for presentation of prizes.

Poster Contest ends February 28.

* * * * *

March

EH Posters to be judged locally.

Arrange for publicity on results of contest, including display of winning posters.

Best poster due in Executive Secretary's Office by March 15.

Contact participating schools to determine number of posters actually prepared.

Statistics on Poster Contest due in Executive Secretary's Office by March 15.

State winners of Report Contest will be announced March 15 and Poster Contest by March 31.

* * * * *

April

Presentation of Report and Poster Contests Awards

May

Presentation of balance of Report and Poster Contests Awards.

Recommendations for "Pennsylvania Employer of the Year" award due in Executive Secretary's Office by May 31.

* * * * *

June

Evaluate effectiveness of local programs of rehabilitation and placement during the past year. Plan improvements and additional activities designed to increase effectiveness of year-round program. Include improved clinics or panels and expanded schedule of contacts with employers.

* * * * *

July

Develop preliminary plans for NEPH Week activities, including presenting or participating in expositions.

Nominations for the "Pennsylvania Physician of the Year" and the "Handicapped Pennsylvanian of the Year" awards due in Executive Secretary's Office by August 1.

* * * * *

August

Reorganization of Local Community Committees, election of officers, and report to Executive Secretary on results.

Recommendations for Employer's Merit Awards and Citations for Meritorious Service to be presented during NEPH Week, due in Executive Secretary's Office by August 31.

Meetings of Local Community Committees to adopt specific plans for NEPH Week activities.

Contact newspapers to distribute publicity materials, to plan publicity releases for NEPH Week observance.

Contact radio and TV stations to plan programs in accordance with arrangements developed at national level with National Association of Radio and Television Broadcasters.

* * * * *

September

Plan "Ability Counts" and Poster Contests promotion with city and county school superintendents, and county high school principals. Particularly arrange for the scheduling of these contests as a part of the curricula. Promotion should be completed by September 30. Contests will begin November 1.

Release local news stories on contests, featuring names of local contest sub-committee members. Also feature local, state and national prizes.

Lists of Local Committee officers and members due in Executive Secretary's Office by September 15.

Distribute materials and supplies for NEPH Week.

Follow up with newspapers, radio, and TV for appropriate NEPH Week publicity.

Arrange for talks, displays, expositions, and other forms of promotion for NEPH Week.

* * * * *

October

Meetings of Local Committees to hear and discuss reports on NEPH Week activities and results.

Contact high schools regarding Report and Poster Contests.

Distribute material and complete arrangements for participation.

Arrange for showing of motion pictures on handicapped and for talks before school assemblies.

* * * * *

November

Annual Report of EH activities for twelve months ending October 31 due in Executive Secretary's Office by November 15.

"Ability Counts" and Poster Contests begin November 1.

Arrange for newspaper, radio, and TV publicity on Report and Poster Contests.

* * * * *

December

Meetings of Local Committees by December 15 to plan further year activities.

Follow up with high schools in regard to participation of students in Report and Poster Contests. Ascertain progress and offer assistance.

Recommendations for Public Personnel Award due in Executive Secretary's Office by January 1.

* * * * *

Recommendations for Employer's Merit Award, Distinguished Service Award, and Citations for Meritorious Service can be made at any time during the year.

XXVI

FORMAT FOR REPORTINGLOCAL COMMUNITY COMMITTEEYEAR-ROUND EH ACTIVITIES

COMMITTEE NAME _____

AREA SERVED _____

PERIOD COVERED _____

REPORT SUBMITTED:
DATE _____ BY _____

NOTE: This report should be all inclusive and contain a narrative on significant activities carried out for a full year. Please use major headings (e.g., "Community Events") for reporting activities and use suggested items under each only as a guide for including necessary details. Use major headings even when answer is "None". Enter Committee name and date of report at top of each additional sheet. Mail one copy of completed report, including attachments, to Governor's Committee by November 15.

I. YEAR ROUND EH ACTIVITIESA. Community Events

1. Community meetings, forums, luncheons, dinners, or banquets

- (a) Date and place
- (b) Approximate attendance
- (c) Sponsor, if any
- (d) Description of program, including principal speakers

2. Special talks

- (a) Name of group
- (b) Date and place
- (c) Speaker(s)
- (d) Approximate attendance

3. Posters, slogan, or other contests

- (a) Type of contest
- (b) Number of entrants
- (c) Winners
- (d) Prizes awarded
- (e) Samples of winning entries, if available

4. Other special community events, such as handicapped clinics, open houses showing handicapped at work, or dramatic presentations (on stage) on employment of the handicapped.

NOTE: Describe fully any instances of outstanding cooperation by employer groups, labor organizations, civic organizations, veterans organizations, and other community groups.

B. Radio and Television (Excluding Spot Announcements)

- 1. Total number of each type
- 2. Total time for each type
- 3. Description of original or unusual programs or announcements (Include script when available)

C. Newspapers and Periodicals

- 1. News and feature items, and editorials
 - (a) Total number of each
 - (b) Approximate total column inches (including items for which clippings are not furnished with report)

D. Displays and Exhibits

- 1. Type and location
- 2. Description of displays or exhibits

E. Other Public Information Media

- 1. Church announcements and bulletins
 - Estimated number of each
- 2. Motion picture showings
 - (a) Theatre or group
 - (b) Name of film
 - (c) Length of film
 - (d) Total estimated attendance
- 3. Miscellaneous printed advertising, such as car cards, bus cards, special posters, pamphlets, mailing enclosures, blotters, menus, etc.
- 4. Other publicity

F. Official Proclamations

1. Name of town, city, borough, or other areas, and official
2. Description of ceremony, if any, in connection with signing of proclamation

G. Personal Contacts

1. Contacts by Committee members with employers to solicit job openings and enlist cooperation
 - (a) Number of employers contacted
 - (b) Specific results from contacts
2. Contacts by Committee members with business organizations, labor groups, veterans organizations, civic clubs, service clubs, and other community organizations to secure support and participation in EH activities.
 - (a) Number of groups contacted
 - (b) Names of groups
 - (c) Specific results of contacts
3. Other personal contacts by Committee members

H. Suggestions for Improving the Handicapped Program

1. Local level
2. State level
3. National level

I. Evaluation of Publicity Materials Furnished by National OfficesJ. Reactions of Employers, Handicapped Workers, and the General Public as Result of EH activities

NOTE: Include examples of such reactions, whenever possible.

K. Other Tangible ResultsL. Research Activities

1. Surveys conducted by Committee
 - (a) Objectives of each survey
 - (b) Brief description of methods used in conducting survey
 - (c) Period of survey
 - (d) Summary of findings
 - (e) Actions planned
 - (f) Results

2. Other research or developmental activities

- (a) Brief description
- (b) Types of information developed
- (c) Uses made of results

M. Awards and Citations

1. Employer's Merit Award

- (a) Total number of employers
- (b) Names of employers
- (c) Description of special ceremony, if any, in connection with presentation of awards (including dates)

2. Citation for Meritorious Service

- (a) Number of citations
- (b) Names of individuals, organizations, or groups
- (c) Description of special ceremonies, if any, in connection with presentation of citations (including dates)

3. Other Awards or Citations

Include in this report the names of the individuals and organizations who donated the prizes for the "Ability Counts" and Poster Contests.

